



Richmond Hill is the third most populated municipality in York Region with close to 209,000 residents. Its Council and staff are committed to providing an exceptional quality of life for the community. Richmond Hill is an equal opportunity employer committed to attracting, retaining and developing a winning team that is committed to providing exceptional public service. Visit RichmondHill.ca to learn more about the place "Where people come together to build our community."

Sustainable Transportation Coordinator

Contract – Up to 12 months
Planning and Regulatory Services

Reporting to the Manager, Transportation, the Sustainable Transportation Coordinator leads the development, implementation and promotion of sustainable transportation programs and oversees the implementation of the pedestrian and cycling components of the Transportation Master Plan.

Key Duties and Responsibilities:

- Collaborate with relevant departments to identify new trail/on-road pedestrian and cycling infrastructure opportunities and barriers, and report on feasibility of implementing specific cycling segments
- Coordinate response to resident enquiries and concerns pertaining to sustainable transportation
- Monitor emergent sustainable transportation trends and issues and provide input where required
- Develop and implement monitoring program to generate original data on the use of the active transportation network
- Collaborate and share information with partners on active and sustainable transportation at GTHA, regional and cross-municipal levels
- Participate on the interdepartmental PCMP team, coordinating and leading in various aspects of plan development for initial plan and subsequent updates
- Lead Transportation Demand Management Strategy
- Coordinate interdepartmental team in an Environment Strategy-defined action to develop a transit advocacy strategy to inform staff and Council on transportation initiatives
- Provide feedback on draft secondary plans' active transportation elements
- Develop and manage corporate sustainable transportation programs in collaboration with partner organizations
- Promote sustainable transportation initiatives, and integrate with other initiatives such as the corporate wellness program
- Develop community sustainable transportation programs through community education as well as pilot programs
- Promote, coordinate and monitor sustainable transportation programs to encourage community buy-in
- Address or direct resident enquiries regarding sustainable transportation issues
- Conduct secondary research and analysis, develop benchmarking information, and write staff reports for related environmental requirements
- Provide support to the manager through input on workplan priorities and budget requests
- Provide input from an environmental perspective on inclusion of active transportation infrastructure in York Region
- Provide feedback to the Manager, Transportation on preferred design options for infrastructure, as requested

Education and Experience

- Degree in Urban Planning, Environmental Studies, Civil Engineering or related discipline
- 5 years related experience
- Experience in a municipal environment an asset

Required Skills and Knowledge

- Proficient in Microsoft Office Suite, OnPoint, ArcGIS, bicycle and pedestrian monitoring equipment, app-based routing and issues mapping software
- Demonstrated experience in applying the principles of sustainable transportation including knowledge of applicable laws, regulations and policy in Ontario.
- Familiar with Travel Demand Management programs and alternatives.
- Contract administration experience, including budget management.
- Analytical thinking and problem solving skills
- Project management and problem solving skills combined with demonstrated decision-making skills, strong organizational skills and the ability to meet deadlines
- Formal report writing skills
- Knowledge of funding programs, relevant advocacy and community groups, and sustainable transportation networks
- Possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated). You will be required to provide proof of vehicle insurance upon hire.
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to building and being a part of a positive culture
- Regular office environment with exposure to weather conditions when working in the field
- Demonstrate the City's corporate values of care, collaboration, courage and service

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future

- Navigates and leads through complexity and change

The hourly rate for this position is \$44.96 to \$52.22 per hour.

For more information and to apply online, visit our website at: <https://jobs.richmondhill.ca/> by 11:59pm on January 28, 2020.

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.