

Job Title: Manager Transportation

Req ID **567** - Posted **11/13/2020** - **Admin - Full Time**

Job Title	Manager Transportation
Posting Id	567
Department	Planning and Infrastructure Department
Division	Development Engineering
Job Grade	Admin Grade 08
Rate of Pay	\$75.78 - \$87.90 Hourly
Job Type	Full Time
Replacement/New Position	Replacement
Posting Type	Internal and External
Posting Date	11/13/2020
Application Deadline	11/23/2020

Position Summary

Reporting to the Director, Development Engineering and Transportation, the Manager, Transportation, you will provide sectional leadership and guidance for the City on all aspects of Transportation Planning and Traffic Engineering. You will implement and promote the City's Strategic Plan and foster a culture of innovation, engagement, collaboration and respect. You will manage a diverse team of engineers, planners, and technologists in addressing transportation planning, transportation engineering and the traffic operational and safety needs of the City.

Key Duties and Responsibilities

Transportation Planning:

- Identify, oversee and prioritize key Transportation Planning and Engineering studies and projects in support of City's growth. These include, but are not limited to, the City's Transportation Master Plan, Parking Strategy, Class Environmental Assessments, and Preliminary Design work for growth related projects.
- Provide leadership and technical guidance to staff and consultants in the timely delivery of these projects.
- Provide technical guidance on Transportation matters related to other City initiatives and Plans including the City's Official Plan and Development Charge By-Law.
- Act as the primary contact and liaison for the City with respect to these projects.
- Build strong relationships with external Agencies (including York Region, York Region Rapid Transit Corporation, Metrolinx, Ministry of Transportation) and represent the City in a leadership and technical advisory role on projects and studies led by these Agencies (i.e. Yonge North Subway Extension, Regional Transportation Plan, York Region Transportation Master Plan update).

Development Review:

- Manage, prioritize work, and provide technical guidance to staff with respect to the review, comment, and approval of transportation and parking matters relate to development applications.
- Act as the key liaison with internal departments, external agencies, and developers and their consultants to build strong relationships and resolve difficult or contentious matters.
- Defend the City's position as an expert transportation witness at Local Planning Appeal Tribunal (LPAT) hearings.

Key Duties and Responsibilities - Continued

Traffic Operations and Safety:

- Oversee the City's Traffic Safety and Operations Team in addressing traffic complaints and administering programs and initiatives including, but not limited to, the City's Traffic Data Collection program and Radar Board program.
- Identify, oversee, and prioritize key Traffic Operations, Traffic Safety, and Parking studies, programs, and initiatives for the City.
- Provide leadership and technical guidance to staff and consultants in the timely delivery of projects and programs, as well as the investigation and resolution of traffic and parking inquiries received from Council and the public.
- Ensure that the City's policies, processes, and guidelines remain current with respect to legislative changes, best practices, and the changing needs of the community.
- Support and provide oversight of the City's resident led Road Watch Committee.

Sustainable Transportation:

- Identify, prioritize, and oversee the delivery of key Sustainable Transportation projects, programs, policies and initiatives including, but not limited to, the City's Travel Demand Management and EV Strategies, and provide leadership and technical guidance to staff and consultants in the timely delivery of these.

- Ensure that the City remains current with legislative changes, best practices, and industry trends and is meeting the needs of the community with respect to Sustainability Transportation.
- Represent the City and liaise with external agencies on Sustainable Transportation initiatives such as Smart Commute and the Lake-to-Lake Trail System.

Key Duties and Responsibilities - Continued

Capital Planning and Financial Management:

- Support the development and prioritization of the City's 10-year Capital Budget.
- Support updates to the City's Development Charge By-Law and Background Study with input from the Transportation Master Plan.
- Develop and monitor annual sectional operating and capital budgets.
- Plan and oversee the procurement consultant assignments for Environmental Assessment studies related to Transportation Infrastructure.
- Lead the sectional priorities and management of staff to ensure fiscally responsible delivery of services and projects.

Education and Experience

- Degree in Civil Engineering, Transportation Planning or Traffic Operations
- P. Eng is required
- Membership in a recognized association such as the Institute of Transportation Engineers (ITE) is an asset
- Professional Traffic Operations Engineer Designation is an asset
- PMP Designation is also consider an asset
- 7 years of related experience in a supervisory/management capacity, preferably in a municipal setting

Required Skills/Knowledge

- You are a customer service oriented individual with a focus on service delivery excellence and continuous improvement.
- You possess exceptional political and public acumen and have experience dealing with Local Council, the public, and the development industry.
- You are a proven leader that can effectively manage a team in a strong customer service focused environment.
- You possess a strong knowledge of municipal legislation, policies and leading practices relevant to the position and a strong awareness of current political and economic issues affecting municipal government.
- You are a strong negotiator and proficient problem solver that is able to make key decisions which balance the needs of stakeholders with operational imperatives with policy requirements of the City.
- You possess a strong understanding of the local planning and development approvals process
- You possess excellent oral and writing skills and have experience with formal report writing and giving presentations to Council, stakeholder groups, and the public.
- You have experience with social media as a communication and education format
- Proficient in Microsoft Office Suite and Adobe.
- Manages organizational change through strong leadership and communication skills
- Ability to work independently, combined with well-developed organization and time management skills and the ability to deal effectively with tact, courtesy, discretion and diplomacy with all levels of staff and the public
- Demonstrates and encourages perseverance and resilience in difficult times
- Demonstrates strong written and verbal communication skills
- Encourages innovative thinking and new ideas
- Proven ability to oversee and manage budgets
- Demonstrates and encourages excellent listening skills and different points of view
- Ensures that objectives and accountabilities are clearly communicated within the department
- Empowers staff to support a culture of learning, mentoring, and sharing
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business(mileage compensated) and will be required to provide proof of vehicle insurance upon hire

Leadership Competencies

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

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.