

# Job Title: Senior Traffic Analyst

Req ID **563** - Posted **11/12/2020** - **SEA** - **Full Time**

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| Job Title                | Senior Traffic Analyst                 |
| Posting Id               | 563                                    |
| Department               | Planning and Infrastructure Department |
| Division                 | Development Engineering                |
| Section                  | Transportation                         |
| Job Grade                | SEA35 Grade 07                         |
| Rate of Pay              | \$45.72 - \$53.10 Hourly               |
| Job Type                 | Full Time                              |
| Employee Group           | SEA                                    |
| Replacement/New Position | Replacement                            |
| Posting Type             | Internal and External                  |
| Posting Date             | 11/12/2020                             |
| Application Deadline     | 11/23/2020                             |

## Position Summary

Reporting to the Supervisor of Traffic Safety and Operations, the Senior Traffic Analyst will use engineering techniques to achieve the safe and efficient movement of people and goods on roadways. This position will assess and respond to inquiries from the general public related to traffic safety and operational issues.

## Key Duties and Responsibilities

- Manage the collection of various types of traffic and parking data and observations related to neighbourhood traffic calming, traffic operations, traffic safety, and parking inquiries
- Develop and update traffic safety and operations policies and procedures
- Conduct assessments for complex parking, traffic operations, and safety issues
- Develop recommendations for necessary changes or improvements based on industry best practices, guidelines and standards
- Prepare staff reports for recommendations with respect to traffic safety, traffic operations and parking issues
- Manage traffic consultants undertaking traffic operational studies
- Conduct, review and comment on traffic signal warrants and pedestrian crossings
- Administer warrants and make recommendations for School Crossing Guards
- Propose amendments to the City's Traffic By-law as appropriate
- Prepare staff reports to seek Council direction and approval for Traffic Safety and Operational improvements and Traffic By-law amendments as required
- Review and comment on development applications including the review of traffic and parking studies to ensure compliance with City standards
- Liaise with internal and external stakeholders regarding development applications
- Review and comment on site plan/subdivision agreements
- Provide comments on pre-submission applications through related committee meetings
- Act as liaison on the Road Watch Committee and with York Regional Police, York Region and local municipalities regarding parking and traffic inquiries, and programs
- Participate in various technical committees and working groups at the local and regional levels
- Liaise with residents, property owners, contractors, utilities, consultants and other government agencies regarding matters pertaining to various City policies and procedures, and municipal services and programs
- Responsible for the City's traffic data collection program
- Coordinate responses to requests for traffic data

## Education and Experience

- Diploma in Civil or Transportation Engineering, or related discipline
- Certified Engineering Technology (CET) designation or Professional Engineers of Ontario (P.Eng.) is required
- Membership with the Institute of Transportation Engineers is considered an asset
- 5 years experience in transportation/traffic operation, traffic safety and parking

## Required Skills/Knowledge

- Proficient in Microsoft Office Suite, AutoCad, Adobe Pro, AutoTurn, Synchro, SimTraffic, Traffic Engineering Software, PetraPro, Visual Lighting Software
- Thorough knowledge and experience in the Highway Traffic Act, Highway Capacity Manual (HCM), Canadian Capacity Guide (CCG) and associated traffic operations documents and software
- Knowledge and experience in various design standards such as Ontario Traffic Manuals, Transportation Association of Canada Geometric Design Guide for Canadian Roads, OPSD Standards, MTO Roadside Safety Manual, ITE

#### Parking Generation Manual

- Thorough understanding in traffic operations, traffic calming and traffic safety practices, traffic warrant analyses, and school safety related programs
- Good understanding of other applicable guidelines and programs such as Transit-Oriented Development Guidelines and School Travel Planning program
- Familiarity with the Municipal Act and Planning Act
- Formal report writing skills
- 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
- 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
- Regular meetings and work outside usual hours may be required (i.e. conducting traffic counts or surveys, attending Council or committee meetings)
- 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 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.