

# Job Title: Supervisor Traffic Safety and Operations

Req ID **559** - Posted **11/12/2020** - **Admin** - **Full Time**

Job Title	Supervisor Traffic Safety and Operations
Posting Id	559
Department	Planning and Infrastructure Department
Division	Development Engineering
Job Grade	Admin Grade 06
Rate of Pay	\$51.32 - \$59.53 Hourly
Job Type	Full Time
Replacement/New Position	New Hire
Posting Type	Internal and External
Posting Date	11/12/2020
Application Deadline	11/20/2020

## Position Summary

Reporting to the Manager, Transportation, the Supervisor of Traffic Safety and Operations will manage and coordinate the Traffic Analysts to achieve the safe and efficient movement of people and goods on roadways, with a particular focus on research into safe and efficient traffic operations and data analyses. The Supervisor will review and coordinate responses to general public complaints and enquiries related to transportation and traffic safety, traffic operations and parking issues. This position will also review and provide comments on traffic related policies.

## Key Duties and Responsibilities

### 1. Traffic Operations Safety Investigation:

- Manage and monitor responses to traffic complaints to achieve timely actions and closure of cases
- Supervise and guide in the collection of various types of traffic and parking data and observations related to neighbourhood traffic safety, traffic calming, traffic operations, and parking enquiries
- Complete and report on assessments for more complex traffic safety, traffic operations, and parking issues
- Review and provide guidance on recommendations for necessary changes or improvements based on industry best practices, guidelines and standards
- Prepare staff reports for recommendations to Senior Management and Council with respect to traffic safety, traffic operations and parking issues
- Procure and manage consultants undertaking traffic operational, safety, and parking studies

### 2. Development Application Review:

- Coordinate the review and comment on development applications including zoning, subdivision and site plans related to traffic, parking and lighting studies to ensure compliance with Town and provincial standards, and engineering best practices
- Attend meetings and present the Town's traffic perspective with internal departments, regional staff, developers, architects, consultants and the public regarding traffic operations and safety
- Give evidence as an expert witness at OMB/LPAT to defend the Town's positions on contentious development applications
- Provide quality control with respect to comments on traffic signal warrants, pedestrian crossings, illumination plans and site plan/subdivision agreements

### 3. School Crossing Guards Program:

- Coordinate with School Board representatives and Town's Operations staff for implementation of School Crossing Guards program
- Administer warrants and make recommendations for School Crossing Guards
- Provide guidance and advise to the Active and Safe Routes to School program

### 4. Transportation-Related Policies and Municipal Codes:

- Supervise the review, research, and comments provided by staff on traffic-related policies during the development of planning documents
- Manage the maintenance and updates to traffic related chapters in the Municipal Code

- Prepare staff reports to seek Council direction and approval on Municipal Code amendments when required

#### 5. Communication:

- Liaise with York Regional Police, York Region and local municipalities regarding parking and traffic enquiries, and programs
- Lead and provide input on various technical committees and working groups at the local and regional level
- Respond to residents, property owners, contractors, utilities, consultants and other government agencies regarding matters pertaining to various Town policies and procedures, and municipal services and programs

#### 6. Traffic Data Collection and Management:

- Direct and manage the collection and analysis of traffic data and surveys
- Quality control responses to requests for traffic data
- Manage the Town's traffic database and develop processes for improvements
- Review and develop annual counts and radar board program

### Education and Experience

- Diploma in Civil or Transportation Engineering, or related discipline
- Certified Engineering Technology (CET) designation or P. Eng.
- Membership with the Institute of Transportation Engineers is considered an asset
- 6 years experience in transportation/traffic safety, operations, and parking studies with supervisory/management related experience

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite, AutoCad, Adobe Pro, AutoTurn, Synchro, SimTraffic, Traffic Engineering 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
- Thorough 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
- Strong Knowledge of municipal legislation, policies and practices relevant to the position and a strong awareness of current political and economic issues affecting municipal government
- Familiarity with the Municipal Act and Planning Act
- Formal report writing skills
- Demonstrates good judgment, solves problems, and makes sound decisions
- Demonstrates effective leadership of a team in a strong customer service focus environment
- 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
- Demonstrates and encourages excellent listening skills and different points of view
- 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

### 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.