
CUPE 1287

Job Title:	Road Safety and Permits Advisor		
Job Opening Id:	29901	# Required:	1
Business Unit:	Public Works	Division:	Transportation
Location:	Headquarters Campbell West	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	5	Salary Range:	\$ 69,440.00 - \$ 81,690.00
Post Date:	2021-10-20	Close Date:	2021-11-02

Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

The Road Safety and Permits Advisor will be required to work both in person out the work site and remotely.

JOB SUMMARY

Reporting to the Manager, Corridor Safety, the Road Safety and Permits Advisor is responsible for the implementation and coordination of overall road safety program, including collision investigation and prevention; preparation of analysis and reports regarding roadside studies, and setting out the findings of road safety investigations. In addition, the Specialist leads the initiation of transportation permits policy and bylaw review, amendments and development; approval of road use and sign permits; administration and approval of municipal access agreements; ensures proper inspection of roadway cuts for adequate restoration and recovery of fees; adherence to street furniture guidelines; and performs reporting and analysis on permit trends, fees, etc.

EDUCATION

- Post-secondary diploma (3-year) in Civil or Transportation Engineering Technology.
- An equivalent combination of education, experience and qualifications may be considered.
- Post-secondary degree in Civil Engineering- Transportation Planning and/or Traffic Analysis is preferred.

KNOWLEDGE

- Minimum 5 years of experience in the municipal engineering field; construction technology, construction inspection and/or road safety policies and programs.
- 8+ years of experience in the municipal or provincial engineering field, road safety or other similar environment is preferred.
- Must be certified or eligible for certification as a Certified Engineering Technologist (C.E.T.).
- E.I.T. or P. Eng is preferred.

RESPONSIBILITIES

1. Road Safety Program:

- Plan, conduct or oversee complex road users' safety initiatives to develop options and recommendations in support of the Regional roads safety objectives.
- Identify activities of new road safety assignments within the Region, develop work plans including terms of reference, time frame, product and resource requirements.
- Recommend assignment of study team or consultant based on scope and complexity of specific projects, provide technical direction and guidance related to methodology, the validity of results etc.
- Assist with traffic investigations and studies, managing external contracts and ensure the regional objectives are met during the assessment of consultant recommendations.
- Review and recommend payment of consultant invoices.
- Carry out specialized complex studies or demonstrations; determine methodology of analysis, develop innovative approaches/adapting techniques, procedures and methodology to unique situations, formulate recommendations and prepare reports.
- Brief staff/ consultants or community members on technical direction in matters related to complaints and by-law amendment.
- Ensure the reliability and validity of methodology and statistical models for data collection.
- Advise staff on data analysis and methodology on different roadway safety issues.
- Identify needs and opportunities for road safety initiatives through review of relevant literature, practice and lessons learned, and from monitoring and analyzing regional and municipal collision data.
- Maintain contact with stakeholders, agencies and associations through reviewing requests for assistance, participating on external committees and attending appropriate conferences and association meetings.
- Prepare and present reports and recommendations on road safety issues to senior management and external interest groups.

2. Administer and approve road use and sign permits:

- Conduct site inspections, investigations and meetings relating to road-use permits, bylaw enforcement and development proposals.
- Provide technical guidance to staff within the team; Technicians, Program Assistant and Student(s).
- Approve location of utility installations within the regional road allowance, approve permits, including traffic control and trench reinstatement requirements and coordinates construction.
- Review with organizers, area municipalities and police, traffic control plans for parades, races and other community events involving use of regional road allowance; approve the issuance of permits and coordinates temporary road closures as required.
- Review road occupancy applications within the regional road allowance undertaken/performed by area municipalities, railroad companies and public and issue permits with conditions.
- Approve location of signs on private properties abutting regional road allowances and issue permits for their placement.
- Review and approve information and guide signing within the Regional road allowance and develop associated policies.
- Attend and participate in Regional and various area municipal utility coordinating committees.
- Administer the collection, crediting and refund of deposits and fees relating to the issuance of road-use permits.
- Respond to emergencies, complaints and requests for service and take appropriate action.
- Approve temporary road closures as necessitated by construction projects or community activities. Select and detour routes and coordinate their implementation.
- Provide confidential information on insurance claims for works under road-use permits and liaises with the Legal Division, regarding road use claims.
- Review and approve current information on Niagara Region Website regarding Traffic Permits, road closures, etc.

3. Ensure adherence to street furniture standards and requirements.

- Approve location of street furniture, adhering to legal agreements & engineering standards and guidelines.
- Manage the relationship with street furniture vendors and internal stakeholders, as directed.

4. Oversee and approve inspections:

- Approve roadway cuts inspections, ensuring Region standards are met.
- Recommend to manager the refunding of fees according to Payment Reinstatement Policy and other relevant corporate policies.
- Deal with contractors and utilities staff to address issues of quality and administration of fees.
- Approve the installation of traffic control devices, such as regulatory, warning signs or Tourism Orientated Destination Signage (TODS) signs, by completing work orders either as assigned or as a result of identified deficiencies.

5. Maintain current technical knowledge of traffic engineering principles and road safety initiatives:

- Attend courses, training sessions and technical seminars pertaining to traffic engineering & road safety practices and recent innovations.
- Participate in working groups as assigned.

SPECIAL REQUIREMENTS

- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business reasons.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To view the full job description and requirements, visit our Careers page - Job Opening #29901

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application **no later than November 2, 2021** before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.