## Project Manager, Transportation Planning

## The City of Guelph is a vibrant and diverse community with a unique sense of place located in southern Ontario along the Innovation Corridor that runs between Toronto and Kitchener-Waterloo. We are also one of Canada’s fastest-growing cities with a projected population increase from 135,000 people to almost 170,000 in the next 10 years. Guelph is consistently ranked as one of the best places in Canada to live, work, and play—all good reasons to consider a career in this beautiful city.

## Job summary

Guided by the goals and objectives of the City of Guelph Strategic Administrative Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision – an inclusive, connected, prosperous city where we look after each other and our environment.

Join a highly motivated team working on transforming Guelph’s transportation network to be future-ready. This position is responsible for project management and coordination for road environmental assessments and other transportation planning and engineering related technical studies, such as developing a Complete Streets Design Guidelines, a Multi-modal level of service guidelines and implementing studies and projects identified in the 2021 Transportation Master Plan (in progress). The position will report to the Manager of Transportation Planning. Guided by the goals and objectives of the City’s Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Vision for an inclusive, connected and prosperous city.

## Duties

* Leading, administering and/or supporting transportation planning projects including environmental assessments, transportation design guidelines, major multi-modal transportation corridor studies, feasibility studies, conceptual design, and preliminary designs of municipal road and active transportation infrastructure.
* Reviews all project deliverables for accuracy, completeness and content according to the project terms of reference.
* Periodically reviews and updates plans and strategies including the Transportation Master Plan to ensure relevant policies, infrastructure planning, and alignment with industry regulatory requirements, standards, guidelines and best practices.
* Provides support to project managers of other relevant transportation-related studies, including coordinating stakeholder meetings (internal and external), supporting public engagement efforts, and providing quality assessment/quality control on consultant deliverables.
* Ensures all requirements of the Municipal Class Environmental Assessment Act are met.
* Works with consultants and internal staff to communicate and engage with various stakeholders, develop recommendations, prepare reports and give presentations.
* Co-ordinates and directs internal staff teams and consultants and effectively manages project deliverables.
* Liaises and negotiates with consultants, contractors and developers on transportation, engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
* Ensures compliance with all applicable federal and provincial regulations/legislation and City by-laws.
* Supports continuous improvement initiatives and the building partnerships mandate of the corporation.
* Maintains professional knowledge in job-related rules, statutes, laws and new business trends; recommend the implementation of changes; read and interpret professional literature; attend training programs, workshops and seminars as appropriate.
* Acts as a technical resource to other departments and develop collaborative partnerships with Indigenous communities, agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the Transportation Planning division
* Supports the development review and approvals process as needed
* Acts as a liaison and representative of the City for projects related to MTO, including Hanlon expressway upgrades, regional plans and transportation studies
* Other duties as assigned.

## Qualifications

**Section A - Your application must describe your qualifications as they relate to:**

1. Formal education related to the duties listed above, normally acquired through a post-secondary degree in civil engineering, transportation engineering, transportation planning or related discipline
2. Considerable professional experience in transportation engineering and infrastructure planning including design of municipal roadways (including roundabouts, grade separations and municipal services), feasibility and corridor studies, and multi-modal transportation projects. Candidates with an equivalent combination of education and experience may be considered
3. Experience with the Municipal Class Environmental Assessment (EA) process
4. Project management experience delivering projects on time and on budget
5. P.Eng in good standing with PEO.

**Section B – Additional qualifications:**

* Demonstrated knowledge of transit, cycling and/or pedestrian infrastructure planning and design practices
* Demonstrated experience in organizing and facilitating public engagement. Experience leading controversial or challenging public engagement projects is preferred
* Excellent decision-making skills with the ability to find an optimal balance of technical, operational and streetscaping needs with respect to transportation projects
* Excellent interpersonal skills and ability to work independently and as part of a multi-faceted team with both internal and external interests
* Ability to influence, negotiate and resolve issues with tact and diplomacy
* Skilled in providing a solution-oriented customer service approach using good judgement, creativity and strategic thinking
* Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media, Council and the general public.
* Experience with Microsoft Office (Word, Excel, Projects and Outlook).
* Knowledge of AutoCAD is an asset.
* Ability to work with traffic analysis software such as VISUM and Synchro is an asset
* Knowledge of the Occupational Health and Safety Act and other applicable legislation.

## Rate

$83,184.28- $103,980.35

## How to apply

Qualified applicants are invited to apply by **Friday, November 19 2021** by sending their cover letter and resume as one document (pdf or word) by email at [careers@guelph.ca](mailto:careers@guelph.ca).

The City of Guelph is an equal opportunity employer which values diversity in the workplace. We are therefore happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.