
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:	2022-01-01	Close Date:	2021-01-20

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 at the work site and remotely.

Job Summary

Salary Pending Review

Reporting to the Road Safety and Permits Program Manager, the Road Safety and Permits Advisor is responsible for coordination of the 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 Advisor leads the 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. This role completes the annual review of permit fees and recommends changes based on analysis of jurisdictional scans. The Advisor reviews and recommends amendments to road-use policies and by-laws.

Education

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

Knowledge

- Minimum 5 years of experience in the municipal engineering field; construction technology, and/or road safety policies and programs.
- 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.).

Responsibilities

Develops and implements recommendations to enhance road safety. (35% of time)

- Plan, conduct or oversee complex road user safety initiatives to develop options and recommendations in support of the Regional road safety objectives.
- Develop work plans including terms of reference, time frame, product and resource requirements, pertaining to road safety initiatives.
- 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 ensuring the Regional objectives are met, during the assessment of consultant recommendations.
- 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.
- 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, formulating recommendations and preparing 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 road safety initiatives.
- 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.

Administer and approve road-use and sign permits. (35% of time)

- Conduct site inspections, investigations and meetings relating to road-use permits, by-law compliance 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 restoration.
- 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 wayfinding signage within the Regional road allowance and develop associated policies.
- Attend and participate in Regional and various area municipal utility coordinating committees.
- 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 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.

Oversee and approve road restoration inspections. (15% of time)

- Inspect/approve pavement cut, ensuring Region standards are met.
- Recommend to Manager the refunding of overcharged fees.
- Deal with contractors and utilities staff to address issues of quality and administration of fees.
- Ensure the contractors restore the roadway to an equivalent or better state than pre-construction.

Maintain current technical knowledge of traffic engineering principles and road safety initiatives. (10% of time)

- Conduct jurisdictional scans for best practices, which can be applied to Regional roads.

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

Ensure adherence to street furniture standards and requirements. (5% of time)

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

Perform other related duties and responsibilities as assigned or required.

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.

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 January 20th, 2022** 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.