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**About the City of Hamilton**

Contribute to the City of Hamilton, one of Canada’s largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

**JOB POSTING**

**JOB ID #: 19965**

Traffic Roadway Safety Database Technologist  
Public Works  
Transportation Operations & Maintenance  
330 Wentworth St N

**NUMBER OF VACANCIES:** 1 Full-Time Regular

**UNION/NON-UNION:** CUPE Local 5167 Inside

**HOURS Of WORK:** 35.00 per week

**GRADE:** L  
  
**SALARY/HOUR:** $39.503 - $44.890 per hour

*Note: See appropriate Collective Agreement or the Non Union Salary Range for details.*

**STATUS/LENGTH:** Full-Time Regular

**JOB DESCRIPTION ID #:** A11674

**VACCINE VERIFICATION** – As a condition of employment, you are required to provide proof that you are fully vaccinated, or provide proof of valid exemption, satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

**SUMMARY OF DUTIES**

Reporting to the Project Manager of Traffic Services; utilize the Traffic Engineering   
Software (TES, collision database program), , Geographical Information System (GIS), ArcGIS and other database and web-mapping tools to create, maintain and update databases of motor vehicle collision reports and traffic count program. Assist others in identifying relationships and trends in traffic and collision data; use techniques to display results of analyses; review data for accuracy, quality, and completeness; and utilize multiple strategies to integrate safety data and analysis into transportation decision-making processes. Prepare collision summaries, statistical analysis reports, custom interactive mapping and other presentation devices.

**RESPONSIBILITIES**

* Audit and input motor vehicle collision (MVC) reports to the Traffic Engineering Software (TES) database and analysis program by reading, interpreting and clarifying information provided on reports, checking for coherency and completeness of information, determining and verifying point of impact.
* Import MVC reports and traffic studies into the Traffic Engineering Software (TES) database
* Utilize ArcGIS and other data management tools to update and maintain TES infrastructure, traffic, and collision data.
* Produce reports and research notes that improve quantitative knowledge of the causes and results of motor vehicle collisions using descriptive data techniques to support the city’s safety programs and other project.
* Prepare and conduct statistical and descriptive collision analysis to support the city’s safety programs and other projects.
* Develop, utilize, maintain and/or oversee traffic data collection for Traffic Count Program
* Manipulates, retrieves and manages data using TES, Microsoft Excel, Access, ArcGIS and other mapping (GIS) software.
* Implement and administer open data portals related to collision and traffic count data.
* Investigate and recommend technological improvements to enhance programs.
* Respond to various requests for collision and traffic volume information.
* Reviews and assists in the processing of damage claims to city property.
* Assist in the preparation of the Annual Collision Report by producing digital charts, graphs, maps and other visual aids.
* Archive MVC reports by image scanning and filing hardcopies for future reference.
* Using information stored in GIS and asset management databases to assist in the preparation of web-based mapping, public dashboards, HEAT maps, reports and charts.
* Maintain asset information within the GIS.
* Perform analysis of geospatial data.
* Participate in GIS working groups as required.
* Perform quality assurance and quality control (QA/QC) checks of collision and traffic count data.
* Assist and liase with consultants, internal staff, other agencies and Hamilton Police Services.
* Purge hardcopy MVC reports on an annual basis by shredding.
* Perform routine office duties such as filing hardcopy documents, image scanning, operating a computer, photocopying, shredding and communicating by phone and email.
* Perform other duties as assigned which are related to the major responsibilities of the position.

**QUALIFICATIONS**

1.    Must have a demonstrated knowledge and experience in the duties described above, normally acquired through a combination of relevant work-related experience and a community college diploma as a Graduate of post- secondary institute in Civil or Transportation Engineering Technology.  
    
2.     Eligibility for membership in Ontario Association of Certified Technicians and Technologists (OACETT) or Professional Engineers Ontario (PEO).

3.    Road Safety Professional designation is an asset. (R.S.P.).

4.    Demonstrated experience in undertaking road safety audits.  
   
5.    Demonstrated experience with the traffic and Collision Data Management, Analysis Software and Safety module of Traffic Engineering Software (TES) or another safety management tool.

6.    Experience and excellent working knowledge of all MS Office software applications including MS Outlook, MS Word, MS Powerpoint, MS Access and MS Excel.

7.    Experience in coding languages is an asset.

8.    Experience and excellent working knowledge of ArcGIS, ESRI Suite of software, web-based platforms and other GIS software packages.

9.    Ability to create computerized reports for analytical mapping, tracking and reporting purposes.

10.    Demonstrated report writing skills.

11.    Must possess and be able to maintain a valid Province of Ontario Class “G” driver’s license and must provide own vehicle for work purposes.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

This Competition may include an interview and/assessment as part of the selection process.

For internal applicants, Job Descriptions are available on My HR Info - You may access them by logging onto **My HR Info – Main Menu – Self Service – Job Opportunities – City Job Descriptions** . Job descriptions are available in PDF format and are organized by department and alphabetically by title.

*Disclaimer:*

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

*Terms:*

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship.  If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge.  I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

**Please apply on or before:** Wednesday, January 25, 2023 at 11:59pm at [www.hamilton.ca/careers](http://www.hamilton.ca/careers) and reference Job ID: 19965.