City of Toronto

**MANAGER, TRANSPORTATION PERMITS AND ENFORCEMENT**

**Permanent, full-time position with Canada’s largest municipality – Toronto, ON**

The **Transportation Services Division** of the **City of Toronto** plans, constructs and manages the transportation infrastructure within the public right-of-way, including the public realm, sidewalks and roads, with a vision to provide a safe, efficient and effective transportation system that serves our residents, businesses and visitors in an environmentally, socially and economically sustainable manner.

The Division’s **Permits and Enforcement Section** manages right-of-way permitting (e.g., special events, road occupancy, and curb cuts), on-street and off-street parking permits, enforcement activities, and automated enforcement (i.e. red light camera program and automated speed enforcement) on a City-wide basis.

As **Manager, Transportation Permits and Enforcement,** you’ll play a vital role within Transportation Services and the Section by leading and managing a City-wide team engaged in permit application review and approval, on-street and off-street parking permits, publication box enforcement, automated enforcement, street furniture, and the enforcement of by-laws for various other uses of the public right-of-way. Success in these endeavours calls for expertise in delivering projects, from inception through to implementation with minimal direction, while balancing competing stakeholder interests, as well as a commitment to continuous improvement and to developing, promoting and supporting a high-performing team.

**Achieving results through collaboration**

Recognized for your strengths as a communicator, you’ll liaise with elected officials, utility companies, public agencies, contractors, developers, staff from Court Services, Legal Services, other municipalities, the Ministry of Transportation, the Ministry of the Attorney General, and the public on the application and development of policies, procedures and by-laws relating to construction, parking, events and activities in the right-of-way, and automated enforcement. You're equally prepared to act as a subject matter expert, representing the City on provincial, national and international transportation organizations.

**Making compliance a priority**

Both strategically minded and results-oriented, you’ll assist in formulating policy and establish procedures and priorities for a variety of administrative functions, including enforcement and revenue-generating activities related to public right-of-way, with a strong focus on customer service, and ensure that all Section output and accomplishments meet governing provincial regulatory requirements. As Manager, you’ll also review and assess the effectiveness of Section operations to ensure that standards are met and/or exceeded.

**Protecting municipal interests and public safety**

Through the administration, regulation and enforcement of activities in the right-of-way, the management of the street furniture program, issuance of permits, and application processing and approvals for street closings, excavations, parking, etc., and the co-ordination of work related to preparing and maintaining records for licensing purposes, you’ll protect the interests of the City as well as the safety of the public.

**Full team and budget accountabilities**

As you’d expect of a managerial role like this, you’ll lead, motivate and train Section staff, and supervise day-to-day operations, from scheduling, assigning and reviewing work, to ensuring effective teamwork, and high standards of work quality and organizational performance, and promoting continuous learning and innovation. Developing and administering the annual budget for the Section, controlling expenditures within the approved budget, and administering all incoming revenues will also be part of your mandate.

**KEY QUALIFICATIONS**

Among the strengths you bring to the role of **Manager, Transportation Permits and Enforcement,** will be the following key qualifications:

1. Post-secondary education in Civil Engineering, Transportation, or Planning, and/or an equivalent combination of education and experience.
2. Considerable management experience with an emphasis on continuous improvement and development of team members to promote and support a high-performing team.
3. Considerable experience in a project management leadership role delivering projects, from inception through to implementation with minimal direction, while balancing political, community and other stakeholder interests.
4. Highly developed interpersonal, human relations, political acumen, negotiation and conflict resolution skills.
5. Considerable experience in Transportation-related operations and right-of-way management issues such as parking, permits, and enforcement activities.
6. Ability to foster an organizational culture that emphasizes innovation, collaboration, transparency, accountability and trust while promoting a strong code of ethics and integrity to support public service excellence.
7. Ability to support the Toronto Public Service values to ensure a culture that champions equity, diversity and respectful workplaces.
8. Knowledge of Ontario Highway Traffic Act, Ontario Traffic Manual, and other applicable legislation and familiarity with Ontario Statutes, municipal legislations, including the Occupational Health and Safety Act, Collective Agreements and City of Toronto People, Equity & Human Rights Policies.
9. Must possess and be able to maintain a valid Province of Ontario Class "G" Driver's Licence and be able to obtain a City equipment operators permit.
10. Excellent analytical, problem-solving, and oral/written communication skills.

**Why join the City of Toronto?**

* We’re committed to fostering an inclusive, accessible environment where all employees and members of the public feel valued, respected and supported.
* We’re dedicated to building a workforce that reflects the diversity of the public and the communities in which we live and serve.
* We’re an award-winning employer, recognized multiple times as one of Greater Toronto's Top Employers, Canada's Top 100 Employers, Canada's Best Diversity Employers, and Canada's Top Family Friendly Employers.
* We’re a large organization with many divisions and opportunities to advance, grow and succeed.

To find out firsthand why City of Toronto employees think we’re a great place to work, check out this[**video**](https://jobs.toronto.ca/jobsatcity/content/Why-Work-with-Us/?locale=en_US) **<** [**https://jobs.toronto.ca/jobsatcity/content/Why-Work-with-Us/?locale=en\_US**](https://jobs.toronto.ca/jobsatcity/content/Why-Work-with-Us/?locale=en_US) **>.**

**A Qualified List of candidates will be established** for the Manager, Transportation Permits and Enforcement position in the Transportation Services Division and will be in effect for 24 months from the date the list is created. Qualified candidates on the list may be considered when filling future permanent and/or temporary vacancies in this position.

**Note:**

Applicants are required to demonstrate in their resume that their qualifications match those specified in the job posting.

**Salary Range:** $122,000 - $158,105 per year

**Toronto** is home to more than 2.9 million people whose diversity and experiences make this great city Canada’s leading economic engine and one of the world’s most diverse and livable cities. As the fourth largest city in North America, Toronto is a global leader in technology, finance, film, music, culture, and innovation, and consistently places at the top of international rankings due to investments championed by its government, residents and businesses. For more information, visit [jobs.toronto.ca](file:///C:/WRITERS/TORONTO/TOR/jobs.toronto.ca) or follow us on Twitter at [Twitter.com/CityTOjobs](http://www.twitter.com/CityofToronto), on LinkedIn at [Linkedin.com/company/city-of-toronto](file:///C:/WRITERS/TORONTO/TOR/linkedin.com/company/city-of-toronto) or on Facebook at [Facebook.com/CityTOjobs](file:///C:/WRITERS/TORONTO/TOR/facebook.com/CityTOjobs/).

**How to Apply:**

For more information on this and other opportunities with the City of Toronto, visit us online at [**https://jobs.toronto.ca/jobsatcity/**](https://jobs.toronto.ca/jobsatcity/)**.** To apply online, submit your resume, quoting **Job ID 35335,** by **Tuesday, February 28, 2023.**

**Equity, Diversity and Inclusion**

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City’s commitment to [employment equity](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < <https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US> >.

**Accommodation**

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the **application process** is available upon request](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US). Learn more about the City’s [Hiring Policies and Accommodation Process](https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US) < <https://jobs.toronto.ca/jobsatcity/content/Hiring-Policies-and-Statements/?locale=en_US> >.