

Supervisor of Traffic Operations

Transportation Services Department

Working for the City of Burlington

A great career is closer than you think. Come work for the City of Burlington, where you'll be joining an innovative and progressive workplace focused on building a 21st century city that respects the diversity of our residents, visitors and employees; and prioritizes continuous opportunities for you to learn and grow.

We don't just spend time attracting the best talent. We spend time and resources to keep the best talent. This may include: flexible working hours, mobile and hybrid working arrangements, a great pension and benefits package, as well as programs to foster innovation and leadership.

Job Number

TRS-102-23

Employee Group

Non-Union

Employment Status

Full Time Permanent

Location

This position is eligible for a hybrid work model. When attending an event or meeting in person, your primary office location will be based out of City Hall. Work location is subject to change at the discretion of the City due to operational demands.

Position Overview

Responsible for overseeing the traffic operations group and the delivery of programs and services such as traffic data collection and management, pavement marking maintenance, guiderail repair, traffic calming review and implementation and other various road safety initiatives. As the subject matter expert, this position will provide technical advice, guidance and recommendations in staff reports to Council, correspondence with residents, participation on project teams and in the review of road design drawings, construction plans and development proposals from a traffic operations perspective. This position is also responsible for the road closure approval process, maintaining the city's consolidated Traffic Bylaw and implementing traffic control measures aimed at improving safety on Burlington's transportation network.

The City of Burlington expects all employees to work in an environmentally friendly way in all the tasks that they do; to work in a manner that is safe for themselves and others and to be aware of their health & safety obligations; to continually look for opportunities to improve their job that will result in excellence in municipal government and; to recognize the uniqueness of the individuals they come into contact with, and to treat them with dignity and respect.

We thank all applicants and advise that only those to be interviewed will be contacted.

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Responsibilities

- Provides day-to-day supervision of the team including recruiting, training, motivating and coaching staff
- Oversees the effective delivery of programs and services provided by the traffic operations group including data collection, traffic studies, pavement marking management, guiderail repair contracts, traffic calming implementation and other road safety and traffic operations activities
- Prepares, reviews and sends correspondence related to traffic operational issues in response to inquiries received from residents, Mayor and members of Council, other city staff and external agencies
- Approves and finalizes terms of reference, requests for proposals and contract specifications related to the procurement of materials, equipment and services
- Supervises the road use permit process and provides guidance and direction to staff in the review of applications, the approval of road closures and issuance of permits
- Ensures the accurate maintenance of the City's consolidated Traffic By-law and coordinates the preparation of amending bylaws and committee reports
- Coordinates the review of and comment on road design drawings, construction plans and development proposals to identify impacts to traffic operations and to ensure compliance with city standards and provincial legislation
- Prepares staff reports and recommendations to senior management and Council with respect to road safety, traffic control measures and traffic operations
- Assisting in the preparation of annual operating and capital budgets, approving and monitoring expenditures and addressing budget variances within areas of responsibility
- Develops, or otherwise initiates the development of policies, procedures, standards and specifications related to work conducted by the traffic operations group
- Provide and/or present evidence at hearings, inquests, examinations for discovery and public inquiries regarding traffic issues
- Attends various internal and external meetings, committees and working groups and provides input on behalf of the city and the department related to traffic operations

Requirements

Your three (3) year community College diploma in Transportation Engineering Technology is supported by your registration in OACETT and your direct experience in traffic field. Developed written and verbal communication skills are required for preparing reports and for communicating with internal and external stakeholders through public engagement. Strong leadership and interpersonal skills are required to manage staff and in dealing with public stakeholders on sensitive matters. Demonstrated experience supervising union and non-union staff is required

This position may require occasional travel between sites and/or City facilities.

Salary Range

\$92,766 - \$115, 958 (Grade 11- Under Review)

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Posting Close Date May 7, 2023

How to Apply To apply, please visit www.burlington.ca/careers and click on “View Jobs”. Please note that applications are only accepted online. If you require assistance, please contact Human Resources at 905-335-7602.

Accommodations In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Burlington accommodates the individual needs of applicants with disabilities within the recruitment process. Please call us at 905-335-7602 or email us at: hr@burlington.ca if you require accommodation to ensure your equal participation in the recruitment and selection process.

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