

### ◆ TRANSPORTATION TECHNOLOGIST I

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| <b>DEPARTMENT:</b>    | Engineering                 | <b>FILE NO.:</b>         | 2011-0135-L       |
| <b>LOCATION:</b>      | 1266 McDougall              | <b>NO. OF POSITIONS:</b> | 1                 |
| <b>RATE OF PAY:</b>   | \$24.36 - \$28.66 per hour  | <b>POSITION STATUS:</b>  | Regular Full-Time |
| <b>DEADLINE DATE:</b> | Wednesday, February 8, 2012 |                          |                   |

#### **DUTIES:**

Reporting to the Manager of Transportation Planning, will be responsible to investigate, make recommendations and prepare traffic and parking bylaw amendment reports to City Council; prepare petitions for both traffic and parking by-law amendment; review and comment on sign by-law amendments; receive, sort, analyze and prepare material received for entry relating to collision database which includes data input for motor vehicle accident reports, maintain motor vehicle accident files and collision report database, prepare accident statistics; review and make recommendations for personal accessible parking spaces including applicable correspondence and bylaw amendments; responsible for updating and maintaining all data related to the Geographical Information System including maintaining maps of traffic control devices and parking controls; will perform manual turning moving counts and generally assists the Traffic Technician in collection of traffic data as well as in the review and approval of oversized load route applications; assist the Policy Analyst in undertaking policy reviews including creating mapping and presentation materials, data collection, and participation at public meetings; assist in the preparation and implementation of transportation planning field surveys and studies; undertake traffic, parking, warrant and speed studies; review geometric improvements to roadway infrastructure; review and comment on Liquor License applications; review traffic operational problems and arranges detour routes in cooperation with other departments, utilities and contractors; preparation of cost estimates, assist in the undertaking of Environmental Assessments; conduct site investigations and perform on-site construction inspection of parking lots, garages and intersections including collection of locates, measurements and other information for drafting purposes; carry out drafting tasks assigned utilizing an AutoCAD station; operate all drafting related equipment including printers and plotter; assist in the update of the Strategic Roadway Improvement Priority Study; handles and provides support for general inquiries and complaints from the public and City Council and prepares responses and/or reports as required including processing department Service Requests as assigned; will be required to travel to off-site locations; must be familiar with Provincial safety legislation and Corporate safety policies and procedures; maintain amiable relations with co-workers and the public; perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; perform other related duties as assigned.

#### **QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma combined with a three (3) year Civil or Traffic Engineering Technology Diploma from a Community College or University, or Ontario Ministry of Education equivalencies;
- Must have over one year's experience in a transportation/traffic engineering related environment;
- Must be a member of O.A.C.E.T.T. as an Engineering Technician or able to obtain same within two (2) years of receiving this position;
- Must be proficient in mathematics and traffic survey techniques;
- Must have proven oral and written skills, as well as analytical and interpersonal skills, and the ability to establish and maintain effective relationships with City representatives, other agencies, and the general public;
- Must have experience in a computerized environment with emphasis on AutoCAD, Microsoft Excel and Word, Highway Capacity Manual and other specialized software;
- Must hold and maintain a valid Ontario Class "G" driver's license for the purposes of operating a City of Windsor vehicle.
- Exposure to GIS concepts, AutoCAD menu/macro customization and spreadsheet databases would be considered an asset.

#### **HOW TO APPLY:**

Send resume in confidence, quoting the above File Number, specifically noting your qualifications and experience as outlined above. Resumes will be given further consideration based on meeting the criteria as identified in the qualifications section. **Resumes are to be addressed to and received by no later than 4:30 p.m. on the deadline date noted above.** Resumes may be provided to the Human Resources Department, 400 City Hall Square, Suite #408, Windsor, ON, N9A 7K6 (email: [hrdiv@city.windsor.on.ca](mailto:hrdiv@city.windsor.on.ca)) OR you may drop off your resume to one of the Customer Care Centres. Please refer to the City of Windsor's website for further information on the location and hours of operation for Customer Care Centres.

Only those applicants selected for an interview will be acknowledged. We offer a smoke-free office environment. Personal information is collected under the authority of the Municipal Act, R.S.O. 2001, and will be used to determine eligibility for employment. The Corporation of the City of Windsor is an Equal Opportunity Employer.