

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 330 WENTWORTH STREET NORTH

TECHNOLOGIST-TRANSPORTATION PLANNING – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Strategic Planning, under the general supervision of the Project Manager, Transportation/Transit, the Technologist is responsible for the preparation and implementation of the Transportation/Transit planning necessary for the City's growth and redevelopment.

The Technologist shall ensure that Transportation/Transit planning activities are delivered in accordance with City and Provincial guidelines in a cost effective, efficient and timely manner.

Aid in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Possess a demonstrated record of technical competence and customer focus. In addition, the Technologist will assist with investigating and recommending new procedures for improving the section's technical performance.

Possess a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

You will assume responsibility for the preparation of the Transportation/Transit planning elements of the Strategic Planning Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

You will participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental issues utilizing your Transportation/Transit planning experience.

The Technologist will interact with consultants on City transportation planning projects including assisting with the preparation of terms of reference, the collection of data and review/comment on consultants' reports and recommendations.

Conducts and/or oversees traffic forecasting and modeling operations of the City working with other Departments to obtain growth and employment projections. Plans, prepares and conducts travel surveys.

Develops and maintains a computerized travel demand-forecasting model, including the inputting, manipulation and retrieval of transportation data. Updates and maintains the computerized travel demand system. Requisitions and maintains an inventory of software.

Utilizes modeling and growth projections to establish long-term transportation requirements for roads and public transit system.

Determines and estimates the capacity of existing roads and transit networks. Identifies deficiencies and recommends solutions.

Participates in the preparation of Transportation and Transit Master Plans.

Participates on various corporate committees as required.

Recommends public consultation techniques and data requirements for Transportation/Transit projects.

Identifies and evaluates procedures to complete Transportation/Transit planning activities.

Liaises with external agencies such as Ministry of Transportation, neighbouring municipalities, and other Provincial and Federal transportation associations.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Drafts reports, composes correspondence related to transportation and transit planning issues.

Makes recommendations related to departmental current budgets.

Represents City on various agencies/committees.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the jobs.

QUALIFICATIONS

1. Proven knowledge of the practices and theories of transportation and transit planning normally acquired by attaining a diploma or degree in a related discipline, i.e. transportation or civil engineering and/or an equivalent combination of education and related work experience.
2. Previous experience in transportation and transit planning.
3. Previous experience in conducting traffic forecasting and modelling operations.
4. Demonstrated knowledge and/ or experience in planning, preparing and conducting travel surveys.
5. Membership or eligibility for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario - preferred.
6. An understanding of Integrated Master Planning principles and the environmental assessment process preferred.
7. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
8. Ability to deal effectively with representatives of other levels of government, management, peers, staff and the general public.
9. Previous demonstrated experience in project management preferred.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Working knowledge of computer software applications related to Transportation/Transit Planning.
12. Working knowledge of Microsoft Office (Outlook, Word and Excel).

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
