

## **CITY OF HAMILTON**

### **CITY OF HAMILTON PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

### **TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 100 KING STREET WEST**

### **ACTIVE TRANSPORTATION TECHNOLOGIST – CUPE 5167**

#### **SUMMARY OF DUTIES**

Reports to the Project Manager, Active Transportation within the Sustainable Mobility Section, the Active Transportation Technologist, will provide feasibility planning, project support, and technical support to facilitate the implementation of active transportation infrastructure and programs consistent with the Cycling Master Plan, Pedestrian Mobility Plan, Transportation Master Plan and Sustainable Mobility policies and programs.

More broadly, the Technologist shall ensure that sustainable mobility planning activities associated with City, Provincial and Federal guidelines are delivered in a cost effective, efficient and timely manner, supporting the Sustainable Mobility team within the Transportation Planning group. This involves coordinating and advancing the projects and programs relating to sustainable transportation and the public engagement activities that support these initiatives.

Develops project charters, feasibility studies, diagrams, maps, visualizations, concept plans and related materials for active transportation infrastructure projects to inform the design process, as well as conduct public engagement during these project stages.

Conducts sustainable transportation studies and reviews involving the implementation and monitoring of cycling facilities and trails and assess and evaluate cycling facilities, consistent with OTM Book 18 and TAC Guidelines.

Supports the coordination of the Hamilton Cycling Committee as the Staff contact, and prepare agendas, provide supporting documentation, deliver project status reports, and generally support the activities of the committee as required.

Supports the City's Micromobility, Shared-use Mobility, Public Bike Share and bike parking programs by providing technical support, GIS and mapping support, usage analysis, station sighting and evaluation, program monitoring and issues management.

#### **GENERAL DUTIES**

Aids in the preparation of internal sectional reports and reports to Council for active transportation projects and programs.

Demonstrates a record of technical competence, customer focus, and possess a high level of personal integrity and is an excellent communicator.

Works with other municipal partners to implement Sustainable transportation projects and programs

Supports and coordinate sustainable transportation projects relating to sustainable transportation infrastructure including linear infrastructure, bike parking, bike sharing, car sharing, micromobility and transit improvements.

Manages and coordinate projects that use mobile electronic tools, geographic information tools and visualization tools to ensure projects make use of advanced mapping techniques and visualization techniques to communicate feasibility plans with stakeholders.

Supports the review development applications to ensure that developments are in line with transit-oriented development guidelines and meet requirements for sustainable transportation infrastructure as required.

Supports the delivery of Sustainable Mobility events, education programs and training including, but not limited to, Bike Month, Bike Day (Winter and Spring), Smart Commute Week, Winter Commute Week and other programs.

Participates on various corporate committees as required.

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

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 job.

## **QUALIFICATIONS**

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a relevant University degree or professional College Diploma in Civil/Environmental Engineering, Transportation Engineering, Transportation Planning, or Geography & Environmental Studies with an emphasis on Urban/Transportation Planning or Environmental Studies or a related field from a recognized University or College plus demonstrated progressive work experience or a combination of relevant education and experience.
2. Member of, or be eligible 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 or Professional Planner preferred.
3. Extensive knowledge in the area of sustainable mobility and active transportation project delivery, design, communications and public engagement as demonstrated through previous work experience.
4. Demonstrated knowledge and understanding of transportation and urban planning principles and the inter-relationship between transportation and land use
5. Thorough understanding of the municipal planning process, engineering standards and field-related resource materials such as the Ontario Traffic Manual (OTM), Transportation Association of Canada (TAC) manuals and the National Association of City Transportation Officials (NACTO) guidelines.
6. Familiar with the International Association for Public Participation (IAP2) guidelines, tools and techniques, as well as the Hamilton Engagement Charter, and be able to apply these concepts during the project feasibility and design stages. They should also understand transportation systems equity concepts, all ages and abilities (AAA) design concepts, Complete Streets design techniques and evaluation methods, and the importance of behavior change as it relates to engagement and active transportation networks.

7. Has excellent verbal and written communication skills, demonstrated ability to make decisions involving multiple routine tasks, with the ability to work independently.
8. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
9. Ability to assist in planning, organizing and collaborate on projects and with project teams.
10. Excellent facilitation and presentation skills, mentor, and possesses highly developed negotiation and conflict resolution skills.
11. Proficient in in MS Office (Word, Excel, Outlook, PowerPoint) and have knowledge of ArcGIS, computer aided design (CAD), Adobe Tools (Illustrator, Acrobat, InDesign, Photoshop, etc) and visualization tools to develop engaging concept drawings of planned infrastructure projects.
12. Ability to deal effectively with management, peers, staff and the general public.
13. Ability to understand and interpret engineering standards and drawings and maintain accurate records.
14. Thorough knowledge and understanding of statues, regulations and by-laws affecting the department/section.
15. Has an interest in applying knowledge of cycling facility design and industry best practices for active transportation planning in an evolving mid-size city.
16. Knowledge of Ontario Traffic Manuals and other design practices, including AODA design practices.

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