

Toronto is Canada's largest city and sixth largest government, and home to a diverse population of about 2.6 million people. Toronto is dedicated to delivering customer service excellence and creating a transparent and accountable government. Join the award-winning Toronto Public Service within our Transportation Services Division as a Manager, Traffic Operations.

Manager, Traffic Operations

File Reference #: X11CSB21123

Major Responsibilities:

Reporting to the Director, District Transportation Services, the Manager, Traffic Operations will lead and manage traffic operations including pedestrians, cyclists, public transit and road users in all neighbourhoods, work zone management, areas, corridors and intersections within a district of the City of Toronto

- Develops and implements detailed plans and recommends policies regarding program specific requirements
- Manages, motivates and trains the unit's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and encourages innovation in others
- Manages the day to day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorizes and controls vacation and overtime requests. Monitors and evaluates staff performance, approves salary increments and conducts disciplinary action when necessary
- Develops, recommends and administers the annual budget for the unit, and ensures that the unit's expenditures are controlled and maintained within approved budget limitations
- Develops policies and standard practices, ensures consistency, promotes co-operation and efficient use of resources through participation on inter and intra divisional teams
- Develops alternative solutions to current traffic problems concerning safety, pedestrian conflicts, school zones, congestion, transit operations, parking and construction that maximize the safety and efficiency of the road system through a process of technical assessment, identification and recommendation
- Fosters successful relationships with community representatives and groups, elected officials and staff of other agencies through extensive consultation and mediation, participation in public meetings, presentations and verbal and written communication
- Ensures traffic studies are of high technical quality, that recommendations comply with all relevant provincial and municipal legislation and results are produced in a timely and efficient manner
- Facilitates the safe, efficient and cost effective completion of construction, utility work and special events while maintaining the integrity of the road system and accommodating the needs of all road users
- Leads the development of neighbourhood traffic management plans to promote sustainable residential communities consistent with the City's official plan
- Participates in the process of planning and developing long range objectives of the division and in organization and management change initiatives such as establishment of standardized traffic operations practices, amalgamation of traffic sign manufacturing, research and evaluation of new products and methods (paints, materials, tools, safety equipment, supplies)
- Prepares correspondence and reports to City Council, Standing Committees, Councillors and public inquiries related to traffic operational matters. Represents the Transportation Services Division at Community Council and public meetings

Key Qualifications:

1. Significant management experience gained in the public sector through progressively more responsible positions in the general management of the core section functions.
2. In-depth knowledge and understanding of all aspects of traffic operations including traffic engineering and municipal traffic, parking regulations, work zone management, knowledge of the Highway Traffic Act and Ontario Traffic Manual and have the ability to make recommendations on related matters.
3. Proven ability in a leadership role to motivate, train and/or manage staff.
4. Highly developed interpersonal skills with the ability to interact and communicate effectively, both verbally

- and in writing.
5. Excellent analytical, critical judgement, technical problem solving and conflict resolution skills and the ability to interact effectively with senior management, staff at all organizational levels, including elected officials, external special interest and community groups and the general public.
 6. Demonstrated ability to operate as a fully accountable program leader and as a member of a management team.
 7. Experience with policy and program development and implementation.
 8. Post-secondary education in a professional discipline pertinent to the job function, combined with relevant managerial experience, or an equivalent combination of education and experience is an asset.
 9. Demonstrated extensive knowledge and application of the Occupational Health and Safety Act, including but not limited to traffic hazards in the public right-of-way, due diligence, and supervisory competency.
 10. Familiarity with all relevant provincial and municipal legislation, Ontario Statutes, contractual obligations and related corporate policies.

Salary: \$90,599.60 - \$112,312.20 annually

Number of vacancies: One (1)

Job status: Permanent

Job Type: Non-union

This opportunity is intended for external applicants only. Employees must apply through the Internal Job Posting Board on the City's Intranet within the internal job posting closing date.

To apply for this position, please send us a resume and cover letter.

Click on the ***Apply for this position*** button at the bottom of this posting.

Please do not send duplicates.

Applications must be received by **April 27, 2011**.