

### ◆ TRANSPORTATION PLANNING ENGINEER

<b>DEPARTMENT:</b>	Engineering	<b>FILE NO.:</b>	2011-0039-L
<b>LOCATION:</b>	1266 McDougall	<b>NO. OF POSITIONS:</b>	One
<b>RATE OF PAY:</b>	\$72,088.29 - \$87,623.92 Annually	<b>POSITION STATUS:</b>	Temporary Full-Time
<b>DEADLINE DATE:</b>	Wednesday, May 25, 2011		

#### **DUTIES:**

Responsible to the Manager of Transportation Planning for a variety of engineering assignments and assist on Corporate Special Projects relative to the Engineering Department including, but not limited to, the technical work associated with the Transportation Planning Division. Will carry out various engineering assignments, which involve the technical designs and preparation of specifications, cost estimates, and tender documents for the construction of bicycle facilities, parking lots, Roadway Functional and Geometric Design, Corporate Special Projects and related assignments. Must represent the Corporation and liaise with City Departments, Consultants, Contractors and other agencies during the construction of assigned projects. Responsible for the co-ordination of projects through the Environmental Assessment (EA) Process, for both Consultant directed studies (including the preparation of request for proposals) and internally researched and authored studies, including the organization of public meetings. Will be responsible for implementing and coordinating all aspects of the Bicycle Use Master Plan (BUMP). Negotiates and recommends agreements and arrangements with other local, provincial and federal agencies, businesses and non-governmental organizations for funding for implementation of BUMP. Prepares, monitors and recommends expenditures from the Current and Capital Budgets for EA and BUMP initiatives as well as liaising with, and making recommendations to, the appropriate departments regarding Infrastructure Asset Management. Participates in presentations and discussions at Public meetings. As assigned, will co-ordinate the work activities of support staff. Will liaise and maintain cordial relations with various divisions of the Engineering Department, as well as other Departments, the public, various committees and other agencies in the performance of assigned duties. Will be required to travel to off-site meetings and attend various job sites. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Perform other related duties as assigned.

#### **QUALIFICATIONS:**

- Must have a University Degree in Engineering (Civil, Environmental or related), or Ontario Ministry of Education equivalency, and must be a member of the Professional Engineers of Ontario.
- Must have a minimum of six (6) year's progressively responsible municipal engineering experience.
- Must have direct experience in the administration of the Environmental Assessment Process.
- Must have project administration experience.
- Will have proven written and verbal communication skills, analytical, and interpersonal skills, as well as the ability to establish and maintain effective relationships with City Representatives, other agencies and the general public. Supervisory skills would be considered an asset.
- Must have experience in a computerized environment, including MS Word, Access and PowerPoint.
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid Ontario Driver's License is required.
- Must have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work.

#### **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, 171 Goyeau St., Windsor, ON, N9A 1G5 (email: [hdiv@city.windsor.on.ca](mailto:hdiv@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.