



## TRAFFIC TECHNICIAN

### Engineering Services Department

#### Position Summary

The Engineering Services Department requires a Traffic Technician to work within the Infrastructure Section. Reporting to the Coordinator, Traffic and Parking, the successful applicant will assist with the traffic and parking issues related to the operations and ongoing development within the Town of Milton.

#### Major Job Responsibilities Include:

- Undertake field investigations related to requests/inquires from residents and Council
- Prepare work orders for installation of traffic control devices
- Research and prepare written correspondence and reports to Committee, Council, Councillors and the general public related to traffic operations
- Update Uniform Traffic Control By-law and schedules
- Review traffic control plans for sign installation within new developments
- Prepare parking questionnaires for extended on street parking and parking prohibitions
- Conduct gap studies for implementation of school crossing guards
- Ensure TES database is kept up to date, downloads, counter boards and runs warrants for all-way stops and traffic control signals
- Approve Special Event , Wide Load , Banner and Filming Permit Applications
- Act as First Attendance Officer for Parking Enforcement
- Assist with Parking Enforcement activities from time to time
- Perform other duties as assigned in accordance with Department objectives

#### Education and Experience

- Three (3) year post-secondary diploma in Transportation/Civil Engineering Technology
- Minimum of one (1) to three (3) years related experience
- Eligibility for C.E.T. designation
- Able to demonstrate knowledge of traffic engineering practices, current traffic data management software, Ontario Traffic Manual and Highway Traffic Act is a definite asset
- Must possess excellent communication and organizational skills
- Strong report writing skills is essential
- Excellent Customer service skills is required
- Microsoft Office, various traffic proprietary software application experience and sound file management skills is an asset
- Must possess and maintain a valid Class "G" Drivers License
- Use of own vehicle is required

**Annual Salary Range:** \$54,320 to \$67,900

Interested applicants should submit a cover letter and resume by September 7, 2011 to:

Town of Milton, Department of Corporate Services,  
150 Mary St., Milton, Ontario L9T 6Z5  
**Attention:** Coordinator, Human Resources  
**Fax:** 905-875-5414

**E-Mail:** [humanresources@milton.ca](mailto:humanresources@milton.ca)

**Website:** [www.milton.ca](http://www.milton.ca)

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted. In accordance with the Freedom of Information and Privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for candidate selection.

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