

## Operations

### Manager of Traffic and Parking

The City of Guelph is a culturally vibrant, economically diverse and growing community with over 120,000 residents. Located in the heart of Southern Ontario, Guelph is just one hour's driving distance from Toronto. Set in a picturesque natural setting, the City of Guelph is an organization of choice for people who value integrity excellence, and wellness. If you want to join us in making a difference in our community and beyond, envision your future here and consider a career in this beautiful city.

Resumes are being accepted for the position of **Manager of Traffic and Parking** with Operations. This position will provide input for the long-term direction and strategic orientation for the Operations Department consistent with the vision, strategic directions and desired outcomes of the City's Strategic Plan. Through visible and positive leadership, the successful candidate will proactively oversee the Department's delivery of public service and continuous improvement efforts to maintain, repair and enhance the City's services specific to Traffic Investigations, Parking Facilities, Traffic Signals and Municipal Bylaw Regulation and Enforcement.

#### **DUTIES:**

- Develop and recommend policies, operating procedures and work methods to meet established maintenance standards for the services provided by the Department; and specifically the services under this position's portfolio;
- Prepare and submit annual work plans;
- Monitor performance and attainment variances and initiate corrective action as required;
- Prepare and submit operating and capital budgets to the Director of Operations for approval;
- Provide on-going tracking of technical trends, developments, advances and best practices in the delivery of maintenance services with specificity to parking facilities, regulations and enforcement, traffic investigations and signals. Establish and assist other City Departments in the establishment of maintenance standards for these services and facilities;
- Provide technical advice and problem-solving assistance to the Department's Management Team;
- Develop staff skill to meet or exceed operational requirements, provide on-going counselling and mentoring of the Department's supervisors;
- Prepare and present reports and presentations on activities and plans to Council and Community representatives/partners; assist in the Department's marketing and public education efforts.
- Respond to inquiries from Council, community representatives, members of the public and media
- Perform other related duties as assigned

#### **QUALIFICATIONS:**

- Significant experience related to the duties listed above, normally acquired through the completion of a degree/diploma in a Transportation Engineering Technology or closely related discipline with progressively responsible experience in a broad range of parking and traffic operations and by-law

enforcement, preferably in a municipal environment. Candidates with an equivalent combination of education and experience may be considered.

- Demonstrated leadership skills acquired through considerable experience supervising, leading and motivating staff, preferably in a unionized environment
- Demonstrated technical knowledge specific to parking and traffic operations and by law enforcement regulations, legislation and policies
- Proven knowledge of the Occupational Health and Safety Act, Provincial Offences Act, Ontario Traffic Manual, Highway Traffic Act, relevant municipal bylaws and other applicable legislation;
- Experience in managing operating and capital budgets, preparing work plans and overseeing capital projects
- Excellent verbal & written communication/presentation skills, strong negotiating and public relation skills are essential
- Must be skilled in effective management techniques, project management and public facilitation skills
- Demonstrated commitment towards continuous improvement, learning, growth and the achievement of high performance on the job.
- Intermediate skills in relevant computer applications;
- Proven ability to manage multiple and changing demands and priorities;
- Possess a valid Class G drivers licence with a good driving record.

**Rate: \$81,697 - \$102,122 per year plus benefits**

Interested candidates are invited to apply **via our online application system** by **Sunday June 7th, 2009**. Please note you will be required **to complete a short questionnaire** specific to this position as part of the application process. For more information and to access this online posting, please visit the employment opportunities page of our website at:

**[guelph.ca/careers](http://guelph.ca/careers)**

*Personal information collected through the recruitment process will be used solely to determine eligibility for employment.  
We thank all candidates in advance; however, only those being considered for an interview will be contacted.*