



Posting Id	1495
Department	Planning and Infrastructure
Division	Infrastructure Planning and Development Engineering
Rate of Pay	\$75,237.00 - \$88,507.00 Annual
Job Type	Full Time
Posting Type	Internal and External
Posting Date	05/17/2022
Application Deadline	06/01/2022

## Traffic Analyst

### Position Summary

Reporting to the Supervisor of Traffic Safety and Operations, the Traffic Analyst will use engineering techniques to achieve the safe and efficient movement of people and goods on the City's roadways. The Traffic Analyst position will review and comment on development application submissions, and assess traffic safety and operational issues raised by the public.

### Key Duties and Responsibilities

- Review and comment on development applications, including composite utility plans/signs and pavement marking plans, and construction management plans/traffic management plans to ensure compliance with City standards
- Assist in the development and delivery of the Traffic Safety and Operations Study (TSOS)
- Conduct assessments related to parking, traffic operations, and safety issues, applying traffic safety and operations policies and procedures, and developing recommendations for changes and/or improvements based on industry best practices, guidelines and standards
- Collect or coordinate the collection of various types of traffic and parking data and observations related to neighbourhood traffic calming, traffic operations, traffic safety, and parking inquiries
- Conduct, review and comment on traffic signal, all-way stop, and pedestrian crossing warrants; and traffic signal timings
- Administer warrants and make recommendations for school crossing guards
- Propose amendments to the City's Traffic By-law as appropriate
- Prepare staff reports to seek Council direction and approval for traffic safety and operational improvements and traffic by-law amendments as required
- Prepare staff reports for recommendations with respect to traffic safety, traffic operations and parking issues
- Coordinate the delivery of existing and future traffic safety and operational programs (example: radar message board program, pedestrian crossover (PXO) program, etc.)
- Coordinate with consultants undertaking road safety and traffic operational studies
- Liaise with internal and external stakeholders regarding development applications
- Liaise with residents, property owners, contractors, utilities, consultants and other government agencies regarding matters pertaining to various City policies and procedures, and municipal services and programs
- Liaise with York Regional Police, York Region and other Municipalities regarding parking and traffic inquiries, programs, technical committees
- Liaise with school boards, school representative and Regional Public Health for the Active and Safe Routes to School program
- Participate in various technical committees and working groups at the local and regional levels
- Coordinate responses to requests for traffic data
- Update and maintain traffic and collision data, and assist with the management of the annual data collection program.

### Education and Experience

- Diploma in Civil or Transportation Engineering Technology, or related discipline, or Degree in Civil or Transportation Engineering, or related discipline
- Certification from the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or license from Professional Engineers Ontario (PEO) as a Professional Engineer is required
- Membership with the Institute of Transportation Engineers (ITE) is considered an asset
- Minimum 3 years of experience in transportation/traffic engineering

### Required Skills/Knowledge

- Proficient in Microsoft Office Suite, AutoCad, Adobe Pro, Bluebeam Revu, AutoTurn, Synchro, SimTraffic, Traffic Engineering Software, PetraPro
- Thorough knowledge and experience in the Highway Traffic Act, Highway Capacity Manual (HCM), Canadian Capacity Guide (CCG) and associated traffic safety and operations documents and software
- Knowledge and experience in various design standards such as Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC) Geometric Design Guide for Canadian Roads, Ontario Provincial Design Standard and Specifications (OPSD/OPSS), MTO Roadside Safety Manual, ITE Parking Generation Manual
- Thorough understanding of traffic operations, traffic calming and traffic safety industry practices, traffic warrant analyses, and school safety related programs

- Familiarity with the Provincial Municipal Act and Planning Act
- Formal report writing skills
- Demonstrates good judgment and makes sound decisions
- Shows commitment to personal growth, development, and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect, and trust
- Takes initiative to participate in a culture of learning, mentoring, and sharing
- Contributes to progress and playing an active role in developing and maintaining a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire
- Regular meetings and work outside typical business hours may be required (i.e. conducting traffic counts or surveys, attending Council or committee meetings)
- Demonstrate the City's corporate values of care, collaboration, courage and service

#### **Leadership Competencies**

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change

We thank all candidates for their interest, however, only those under consideration will be contacted.

The City of Richmond Hill is committed to inclusive, barrier-free recruitment and selection processes. If contacted to participate in the recruitment and selection process, please advise Human Resources if you require an accommodation.

Please note, to be considered for a career opportunity at the City of Richmond Hill you must have received the full series of a COVID-19 vaccine approved by Health Canada (or the World Health Organization). You may also be required to receive any COVID-19 boosters recommended by public health authorities. The City of Richmond Hill will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Those interested may apply through our careers website at [Traffic Analyst \(richmondhill.ca\)](https://jobs.richmondhill.ca/job/Richmond-Hill-Traffic-Analyst-ON-L4B-3P4/559598817)  
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