



**Job Title:** Regular Full-Time Transportation Project Coordinator

**Posting Number:** 005010

**Department:** Economic and Development Services Department

**Branch:** Engineering Services

**Location:** City Hall

**Posting Start Date:** 2024/09/23

**Posting End Date:** 2024/10/08 by 4:30pm

**Employment Group:** CUPE 251

**Salary Grade:** 09, \$39.70 - \$44.11

**Standard Weekly Hours of Work:** 36.25

**Shift Work Required:** No

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## **Job Description**

Reporting to the Transportation Engineer, or designate within Professional Services, the Transportation Project Coordinator will bring value to the Branch by providing subject matter expertise, supporting the undertaking and management of long-range, master planning, multi-modal transportation planning, and environmental assessment, transportation demand management (TDM), active transportation (AT) and other related studies or projects to facilitate the expansion and improvement of the City's transportation system while promoting a cultural shift towards multi-modal transportation.

This position will provide support for a variety of professional engineering assignments related to the implementation of long-range transportation studies and master

plans. Guided by the vision and mission of the City's Strategic Plan the position will also require the incumbent to liaise with various internal and external stakeholders to engineer solutions while building and enhancing partnerships that address transportation planning and engineering issues to meet the community's needs and organizational vision.

### **Responsibilities:**

- Contributing to the preparation of the Transportation Master Plan (TMP) recommendation
- Preparing and recommending Transportation Demand Management (TDM) policies, strategies and programs
- Executing technical reviews of services and provide commentary to ensure compliance with corporate, provincial and industry standards
- Reviewing development applications to facilitate and incorporate active transportation demand management supportive measures and ensuring land use changes are consistent and conducive to achieve TDM and transit oriented development objectives
- Contributing to review of transportation studies submitted with development applications
- Executing and supporting the implementation of active transportation projects, programs, policies and initiatives
- Supporting the engagement and working collaboratively with external partners to improve mobility, manage congestion and shift travel behaviour
- Preparing and supporting the delivery of educational, promotional, awareness and advocacy programs to internal/external partners
- Supporting, addressing, and investigating complaints and inquiries

### **Requirements:**

- Demonstrated knowledge and skills generally associated with the completion of a three (3) year Community College Diploma in Engineering (Civil, Transportation) or Planning (Urban Planning) or related field of study. A minimum of four (4) years of relevant experience in a municipal setting is an asset
- Eligibility for registration with OACETT is preferred
- Advanced skills and experience using PC equipment and related software applications (i.e. MS Office Suite) and related engineering software applications
- Strong project management skills
- Working knowledge/experience in supporting the execution or review of transportation related studies (ie Transportation Master Plan)
- Technical proficiency in travel demand forecasting and modeling
- Familiarity with transportation engineering best practices and innovative technologies
- Excellent communication skills, both oral and written. Strong interpersonal skills with the ability to establish and maintain good working relationships
- Effective leadership qualities, maturity, sound judgement, tact and discretion

- Excellent reasoning and analytical skills
- Ability to provide own transportation between work sites as required

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This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*