THE CORPORATION OF THE

TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1089-001 CALL NO. 24-3904

**Job Designation:** Manager, Transportation Planning

**Department:**  Transportation and Engineering

**Job Details:** Permanent Full Time (Non-Union)

**Salary Range:** $128,391 - $154,131

**Pay Grade:** 208

**Closing Date:** Applications for this position must be received at [oakville.ca](https://www.oakville.ca/townhall/employment.html) no later than 11:59pm on **December 31, 2024.**

Reporting to the Director of the Transportation and Engineering Department, the Manager, Transportation Planning manages the Transportation Planning Section and is responsible for the transportation planning business function including records management, transportation technology (e.g. autonomous and connected vehicles), transportation environmental assessments and master plans, active transportation planning and implementation, capital programs, traffic impact studies, development/site plan review and parking strategy development.

**What can I expect to do in this role?**

As the Manager, Transportation Planning you will:

* Provide overall leadership to the Transportation Planning Section and manage direct reports including setting priorities, providing direction, training and mentoring, leading meetings, etc.
* Develop transportation policies, strategies, procedures and oversee studies related to all modes of travel including but not limited to autos, good movement, active transportation, Transportation Demand Management (TDM), parking (commercial and residential), emerging transportation trends that impacts the future of travel (e.g. autonomous vehicles, E scooters).
* Develop long term transportation plans including Transportation Master Plan and associated infrastructure capital plan, and execution of such plans.  
  Oversee transportation development function including but not limited to Official plan, secondary plans, site plan, traffic impact study, parking study, engineering drawings, composite utility plans reviews and approval to meet Town’s Engineering Standards
* Oversee transportation analysis and modelling using transportation software
* Provide input into Development Charges background studies.
* Deliver public education and program outreach for the Active Transportation Program.
* Develop and maintain Traffic Impact Study Guidelines and applicable transportation related engineering standards.
* Complete Environmental Assessment studies for transportation related work involving roads, bridges, grade separations, etc.
* Manage and liaise with developers, applicants, consultants, contractors, other departments, stakeholders, members of the general public, external agencies and Committees of Council.
* Conduct public meetings.
* Lead the town’s involvement in various inter-agency committees related to transportation policy, programs or specific projects, including those related to Halton Region initiatives (e.g. multi-modal transportation master plan) or Provincial initiatives (e.g. Automated Speed Enforcement, e-scooters, Metrolinx, MTO plans).
* Financial management of operating and capital budgets as per town’s policies, including providing recommendations for annual operating/capital budget and the Town’s 10 year capital plan.
* Prepare reports and present research, findings and recommendations to Senior Staff, Council / Committees, and represent the department in public meetings and information sessions.
* Prepare Council reports and presentations to support recommendations of studies and to provide advice or comment regarding studies undertaken by others and new related legislation.
* Lead, direct and engage a highly professional team. including recruitment, selection, hiring, assigning work, determining training and development needs, coaching and mentoring, team building, conduct performance appraisals, and determine/ recommend disciplinary action in accordance with the collective agreements and municipal policies and practices.
* Develop and implement Section business plan and participate in the development of Departmental business plan that aligns with Council Plan, customer/community needs, and legislative requirements.
* Review and evaluate Section’s administrative/project management processes to ensure efficient and effective delivery of services including setting service standards for the Section. Provides annual update of Section’s business plan, including monitoring and communication of Section’s progress/achievements related to Sectional KPIs.
* Represent the town at region, municipal, and public meetings and events, presenting the town’s position on national/provincial/local initiatives.
* Provide expert witness testimony for the town at Ontario Land Tribunal (OLT) hearings as required.
* Act as backup to members of the Transportation and Engineering management team as required.
* Performs other duties as assigned.

**How do I qualify?**

The ideal candidate has an undergraduate degree from a recognized university in Civil Engineering, or related discipline with emphasis on Transportation Engineering. You hold a license as a Professional Engineer (P.Eng) and are a member in good standing with the Professional Engineers of Ontario. Your formal education is augmented by extensive experience in transportation planning including master planning, long range planning, development application review, TDM, and Parking strategy development with a strong understanding of transportation engineering principles. The successful candidate will also have considerable knowledge of the Municipal Class Environmental Assessment Process and experience working through this process. A combination of education and extensive experience may also be considered.

In addition, your experience includes:

* Minimum 8 years of progressive and related management/leadership experience in municipal transportation planning and engineering in the public sector.
* Completion of courses provided through the Transportation Association of Canada (TAC), Institute of Transportation Engineers (ITE), International Municipal Signal Association (IMSA), and/or Municipal Engineers Association (MEA).
* Project Management Professional (PMP) designation would be an asset
* Strong customer service focus with an ability to model customer service delivery excellence including establishing reasonable expectations of for internal and external customers and consistently meeting targets.
* Ability to collaborate and communicate effectively in a confident and non-technical manner with various stakeholders including the public, Council, and different levels of government.
* Strong influencing and relationship building skills with both internal and external stakeholders in order to lead change and innovation.
* Ability to lead, motivate and mentor a team of professional and technical staff. Excellent project management skills to plan, develop and implement programs, policies, proposals and action plans. Well-developed computer skills and proficiency in utilizing spreadsheets, word processing, database and presentation software.
* Ability to effectively manage and diffuse contentious or sensitive conversations.

Excellent organizational and interpersonal skills including negotiation and written and verbal communication with the ability to deliver presentations to a broad range of audiences.

* Problem solving and analytical skills required to research and/or investigate complex issues.
* Ability to work independently and in a team environment
* Ability to make risk-adjusted and evidence-based decisions in a timely manner.
* Ability to work outside normal hours as required.
* The successful candidate will also be required to supply their own personal vehicle for performing job duties / corporate business.

**Core Knowledge Required for Success:**

You are an experienced leader with a comprehensive knowledge of:

* Current and future practices, trends, technology and information relative to transportation planning and engineering including development review, signal design, transportation master plans, transportation environmental assessments, active transportation, safety programs and initiatives (pedestrians, cyclists and drivers), parking strategy and traffic calming;
* Acts, legislation, regulations and directives as these apply to transportation planning and engineering;
* Government decision-making processes;
* Common word processing, email packages and database management techniques.

In addition, your experience demonstrates the following manager leadership competencies:

* Strategic Thinking – innovating through analysis and ideas
* Engagement – mobilizing people, organizations, partners
* Management excellence – delivering results through action management, people management and financial and asset management
* Accountability and Respect – serving with integrity and respect

Click [Competency Profile](https://www.oakville.ca/assets/town%20hall%20-%20employee%20resources/ce-cd-Manager.pdf) to view the competencies for this Manager level

**Corporate Values:**

Teamwork, accountability, dedication, honesty, innovation and respect

**We offer:**

* A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things
* A defined benefit pension plan
* Comprehensive health plan complemented with life and disability insurance

**DATED:** November 28, 2024

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**