



## Transportation Services Coordinator

Non-Union

The Municipality of Chatham-Kent has an opening for a permanent full-time Transportation Services Coordinator in the Engineering division.

### Job description

The Transportation Services Coordinator assists the Infrastructure and Engineering Services department with capital project delivery, supports transportation services, programs and projects, and review and administers permitting processes. This includes undertaking surveys, parking studies, traffic counts and conducting site reviews, developing technical designs and drawings, preparing technical specifications and tender packages, undertaking cost estimates, reviews of application/permit submissions, supporting in infrastructure condition assessments and database inventory management, and contract preparation and site inspection for linear infrastructure capital projects and other projects within the municipality of Chatham-Kent in accordance with standard specifications, policies, and regulations.

### Essential responsibilities

- Demonstrate Chatham-Kent's core values and competencies.
- Support for technical reviews and processing of permit applications (encroachments, road and lane closures, moving permits, special events, etc.), and support in technical reviews for development design submissions for transportation elements of subdivisions and site plan developments.
- Perform field/site inspections, including traffic counts, parking studies, speed studies and site safety and other technical reviews.
- Administer and update traffic databases such as TES.
- Respond to and assist with resolving public inquiries related to transportation matters (e.g. traffic, speeds, traffic calming, traffic control, roadside parking and transit).
- Assists with the delivery of a variety of civil engineering/infrastructure projects, with a focus on linear infrastructure (ROW improvements, pavement, curb and gutter, sidewalks, pedestrian crossings, signage and pavement markings, etc.).
- Assists with the design and the preparation of drawings in AutoCAD and AutoCAD 3D Map.
- Assist in the preparation of project and construction cost estimates, local improvement assessments, construction scheduling and traffic control plans.
- Assists with the preparation of specifications and reports including the preparation of contract documentation for the procurement of tender and proposal bids.
- Support in construction observation and assist with contract administration for capital projects.

### Essential qualifications

- Degree or Diploma in Civil Engineering or related field.
- Six (6) months to three (3) years of related experience.
- Experience with traffic signal programming, traffic control warrants, sign installations, pavement markings, moving permits and TES Information Technology Software is considered an asset.
- Experience with designing for civil engineering projects, including road/right of ways, pavement, curb and gutter, sidewalks, pedestrian crossings and active transportation infrastructure is considered an asset.
- Experience with infrastructure data (sidewalks, pavement, railway crossings, guiderails, underground infrastructure, etc.) is considered an asset.
- Experience performing field/site inspections is considered an asset.
- Familiarity with the Local Improvement Act, Municipal Standards, Ontario Building Code, Ontario Provincial Standards and Canadian Highway Bridge Design Code including Geometric Design Standards and Highway Traffic Act.
- Familiarity with the Ontario Traffic Manual including sign installations, traffic control warrants and pavement markings is considered an asset.
- Excellent computer skills in AutoCAD 2007 or higher, ArcGIS and knowledgeable in the use of total station and GPS equipment is considered an asset.

- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs).

**Other qualifications**

- Experience using survey equipment including GPS, total station, automatic measuring devices, transits and levels is considered an asset.
- Experience in a municipal or other government setting is considered an asset.
- Experience with technical reviews of design submissions (i.e. infrastructure servicing of subdivisions and site plan developments) is considered an asset.

**Certifications, memberships, licenses**

- Certification through the Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or licensure through Professional Engineers of Ontario (PEO) is considered an asset.

**Work environment/hours of work**

- This position works both indoors and outdoors
- This position works weekday hours and occasional weekends

**Working Remotely**

This position has been approved for remote working, at the discretion of the supervisor based on the Working Remotely Policy.

This position may be required to attend on-site meetings in order to complete essential responsibilities of the role. As per the Working Remotely Policy, employees scheduled to work remotely on a certain day may occasionally be called to a municipal onsite work location on short notice. Employees must remain flexible to accommodate municipal requirements and be prepared to be called in on short notice.

**COVID-19 Vaccination**

The Municipality of Chatham-Kent no longer requires a COVID-19 vaccination as a condition of employment. Although it is not mandatory to be vaccinated, it is highly encouraged.

**Driver's licence/vehicle requirements**

Because this position would be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

**Background check requirements**

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification and employment reference check.

**Essential physical and/or safety requirements**

- Walking: frequent walking on level surface
- Sitting: frequent sitting in chair and/or vehicle seat
- Standing: frequent standing indoors and outdoors
- Hands: frequent fine finger dexterity (movement), gripping, pinching, mousing

**Benefits**

This permanent full-time position has an annual salary of \$65,555 to \$74,107 and will receive benefits including: participation in the OMERS pension plan (mandatory) as well as sick and vacation entitlements. Following successful completion of a 3-month waiting period, candidates will also be entitled to a comprehensive group benefits package.

---

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

[www.chatham-kent.ca](http://www.chatham-kent.ca)