
Job Title:	Project Manager, Transportation Planning		
Job Opening Id:	41800	# Required:	1
Business Unit:	Public Works	Division:	Transportation
Location:	Thorold ON	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	7	Salary Range:	\$ 92,840.00 - \$109,220.00
Post Date:	2025-03-06	Close Date:	2025-03-26

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements to support better work-life balance for our employees. Hybrid work arrangements may vary from one employee to another and may also differ in the number of remote workdays. These opportunities remain subject to the alignment of operational needs, business requirements, and customer service expectations.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Job Summary

Reporting to the Manager, Transportation Planning, the Project Manager, Transportation Planning will be responsible for leading environmental assessment projects and other transportation/ traffic related studies/initiatives, within the Transportation Planning Group.

Education

- Post-secondary degree in Civil Engineering or Transportation Planning.
- Master's degree in Transportation Engineering or Planning is an asset.
- An equivalent combination of education, experience and qualifications may be considered.

Knowledge

- Minimum of 5 years of relevant experience is required in the areas of:
 - Environmental Assessments (EA)
 - Project Management
 - Transportation Site Impact Assessment studies
 - Road Safety and Operational studies
 - People Leadership – directs/manages consultants and provides guidance and support staff
 - Effective Communication: Oral (presentation) & written (reports, memos, response letters, etc.)
- Additionally, experience working with traffic count and traffic safety data.
- Knowledge of travel demand forecasting using available relevant computer modelling along with the ability to extract and utilize information from transportation models for various transportation projects is highly preferred.
- Professional designation is required (one of the following): Licensed Professional Engineer (P. Eng), Certified Professional Planner or Certified Engineering Technologist (CET).
- Computer literacy in MS project or Primavera is an asset.
- Knowledge of transportation planning and traffic analysis related methods, using available relevant computer software (e.g. Synchro, VISSIM, EMME, and HCS).
- Working knowledge of Ontario Provincial Standards (OPS), MTO Geometric Design Standards, MTO Roadside Safety Manual, TAC Geometric Design Guidelines, Ontario Traffic Manual (Book 7 – Temporary Conditions) and all applicable legislation and regulations (Occupational Health & Safety Act, Highway Traffic Act, Municipal Act, etc.), and applicable contract law.
- Strong Project Management/Leadership skills, with experience participating as a key person within the team in a growing and diverse transportation planning practice.
- Project Management Professional (PMP) certification is preferred.

Responsibilities

1. *Leads the development of Niagara Region's Transportation Planning Studies and assists area municipalities by leading to completion, complex environmental assessments. Ensures Regional interests related to developing front-facing Regional roads are maintained. Leads and/or participates in the implementation of relevant projects such as, complete streets, vision zero, shared mobility and way findings. (60% of time)*
- Project lead for various transportation environmental assessment & development charges projects and other transportation/ traffic studies/initiatives.
 - Develops project scope, terms of reference, and the Request for Proposal documents.

- Analyzes and evaluates proposals from transportation consultants for purposes of retaining their services.
- Manages the activities and performance of staff and project consultants, providing work direction, ensuring proper due diligence and compliance.
- Sets objective for project team that align with divisional / department goals and objectives.
- Assigns tasks/projects, determining methods and procedures to be used, resolving problems, and ensuring results are achieved.
- Monitors performance of third party services and completes consultant / contractor performance reviews. Directs staff, third party consultants, and contractors to complete assignments on schedule and within budget.
- Prepares staff reports for senior management/committees.
- Monitors projects and the progress of consultant's studies, including day to day coordination and liaison with consultants to ensure studies are completed on time and within budget. Prepares regular status reports.
- Conducts transportation planning studies and reviews development applications, prepares recommendations and drafts reports for Committees and Council, studies would include: Master Plans, environmental assessments, avenue/corridor studies, new business strategy etc.
- Conducts public meetings and open houses, analyzes input, identifies and recommends revisions/changes/updates.
- Reviews, participates and approves Regional and Municipal Traffic Neighbourhood Studies.
- Reviews and verifies transportation/traffic reports, design concepts/preliminary designs to ensure compliance with Regional and industry requirements.
- Processes data from transportation models for utilization in various transportation/traffic projects, as required.
- Receives, investigates and responds to both internal and external enquiries, including members of Regional and Local Councils, stakeholder groups and the general public regarding related transportation projects.
- Ensures compliance with provisions of various contract specifications, procedures, and applicable legislation / EA and other Acts.
- Represent Transportation Services Division on internal working groups and project teams, as required.
- Reviews Service Providers invoices and confirms progress to approve payments.

1. Assists in computer modelling and Active Transportation enhancements. (15% of time)

- Prepares Travel Demand Forecast using available relevant computer modelling (e.g. VISUM, EMME and/or TransCAD).
- Supports the preparation and approval process for grants and proposed investment in municipal infrastructures by the Provincial and/or Federal government.

1. Develops, and administers, contributes/provides input to Capital budgets and 10 year forecast ensuring support of Council's objectives, financial transparency and accountability, monitoring budget adherence, identifying and explaining variances, timely billing and completeness of funding and financial reporting is effectively managed, in compliance with corporate financial and capital asset accounting policies and best practices in asset management planning. (10% of time)

- Authorize and administer the acquisition of goods and services in accordance with the procurement policy.
 - Authorize, and administer the acquisition of goods and services for the projects and direct reports in accordance with the procurement policy and procedures.
 - Researches third party funding opportunities and prepares funding applications.
1. *Develops internal and external relationships with various departments, local area municipalities, consultants, special interest groups/public and agencies. (10% of time)*
- Attends committee meetings, chairs meetings with other special interest groups and approval agencies and represents the Department on various transportation related study teams and committees.
 - Researches and prepares reports to Public Works and Corporate Services Committees.
 - Communicates various project related notices for residents and local business, local area municipalities, staff and local & regional Councils.
 - Tact and diplomacy is required frequently to obtain co-operation of others while dealing with difficult or specialized issues and situations.
 - Attends review meetings with Region's legal counsel to provide background information on litigations, attending discovery and other legal hearings, resulting from construction projects as required.
1. *Monitors policies and procedures to ensure compliance, efficiency and effectiveness, identifying opportunities for improvements and providing input into policies and procedures related to transportation planning and operational matters. (5% of time)*
- Evaluates effects of updates, changes, or new legislation, regulations, policies, procedures or guidelines, new products and materials, and technological advancements, recommending and adopting new strategies to address impacts on Regional infrastructure and future priorities.
 - Develops, researches and recommends new work processes and systems with a continuous improvement focus.
 - Researches new transportation products, materials, processes, and prepares reports outlining findings.
 - Assists in developing recommendations to the changes to traffic manuals and guidelines, Niagara Peninsula Standard Contract Document (NPSCD), Traffic Signal Standards and other transportation related standards resulting from site, project specific, and new industry specifications/innovations.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening #41800 (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **March 26, 2025**, before midnight by visiting our 'Careers' page

at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.