

Project Manager Transportation Planning

Why Guelph?

When you join the City of Guelph, you join a team of over 2000 employees who deliver services the community relies on every day. Together, we are bringing to life Guelph's vision of an inclusive, connected, and prosperous city where we look after each other and our environment. As a single tier municipality, we offer a variety of occupations and career specialities within our organization. Guided by the goals and objectives of the Future Guelph: Strategic Plan and committed to the Corporate Values of integrity, service, inclusion, wellness and learning, the candidate will aid in the achievement of the Community Vision for an inclusive, connected, prosperous city.

What we offer

We offer competitive wages and comprehensive benefits to meet the needs of our diverse employees. Many of our positions offer:

- Paid vacation days, increasing with years of service
- Paid personal days;
- Hybrid and flexible work arrangements;
- Defined benefit pension plan with OMERS, including 100-per-cent employer matching;
- Extended health and dental benefits, including Health Care Spending Account;
- Employee and Family Assistance Program;
- Parental leave top up program;
- Learning and development opportunities including tuition assistance
- Employee recognition programs.

Position overview

We're building a future-ready transportation network—and you can be part of it. The Engineering and Transportation Services department is currently accepting applications for the position of Project Manager, Transportation Planning, reporting to the Manager of Transportation Planning. As Project Manager, you will lead and coordinate a variety of transportation planning and engineering initiatives. Your responsibilities will include managing road environmental assessments technical studies and preliminary design planning of projects identified in the 2022 Transportation Master Plan. You'll be working with a highly motivated and interdisciplinary team committed to making it easier to get around in Guelph!

Key duties and responsibilities

- Leading, administering and/or supporting transportation planning projects including environmental assessments, transportation design guidelines, major multi-modal transportation corridor studies, feasibility studies, conceptual design, and preliminary designs of municipal road and active transportation infrastructure.

- Reviews all project deliverables for accuracy, completeness and content according to the project terms of reference.
- Periodically reviews and updates plans and strategies including the Transportation Master Plan and Complete Street Design Guidelines to ensure relevant policies, infrastructure planning, and alignment with industry regulatory requirements, standards, guidelines and best practices.
- Provides support to project managers of other relevant transportation-related studies, including coordinating stakeholder meetings (internal and external), supporting public engagement efforts, and providing quality assessment/quality control on consultant deliverables.
- Ensures all requirements of the Municipal Class Environmental Assessment Act or equivalent regulatory processes are met.
- Works with consultants and internal staff to communicate and engage with various stakeholders, develop recommendations, prepare reports and give presentations.
- Co-ordinates and directs internal staff teams and consultants and effectively manages project deliverables.
- Liaises and negotiates with consultants, contractors and developers on transportation, engineering and related matters relative to contracts, agreements and standards, and maintains continued contact with the industry regarding standards and specifications for municipal construction.
- Ensures compliance with all applicable federal and provincial regulations/legislation and City by-laws.
- Supports continuous improvement initiatives and the building partnerships mandate of the corporation.
- Maintains professional knowledge in job-related rules, statutes, laws and new business trends; recommends the implementation of changes; reads and interprets professional literature; attend training programs, workshops and seminars as appropriate.
- Acts as a technical resource to other departments and develop collaborative partnerships with Indigenous communities, agencies, utilities, adjacent municipalities, residents, property owners, consultants, developers and contractors on matters relating to the Transportation Planning division
- Supports the development review and approvals process as needed
- Acts as a liaison and representative of the City for projects related to MTO, including Hanlon expressway upgrades, regional plans and transportation studies
- Other duties as assigned.

Qualifications and requirements

- A post-secondary degree in civil engineering, transportation engineering, transportation planning or related discipline.
- A Professional Engineer in good standing with Professional Engineers Ontario.
- Considerable experience in transportation engineering and infrastructure planning including design of municipal roadways (including roundabouts, grade separations and municipal services), feasibility and corridor studies, and multi-modal transportation projects.
- Candidates with an equivalent combination of education and experience may be considered.
- Experience with the Municipal Class Environmental Assessment (EA) process.
- Project management experience delivering projects on time and on budget.
- Demonstrated knowledge of transit, cycling and/or pedestrian infrastructure planning and design practices.

- Experience in organizing and facilitating complex public engagement projects and initiatives.
- Excellent decision-making skills with the ability to find an optimal balance of technical, operational and streetscaping needs with respect to transportation projects.
- Excellent interpersonal skills and ability to work independently and as part of a multi-faceted team with both internal and external interests.
- Ability to influence, negotiate and resolve issues with tact and diplomacy.
- Skilled in providing a solution-oriented customer service approach using good judgement, creativity and strategic thinking.
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, the media, Council and the general public.
- Proficiency with Microsoft Office (Word, Excel, Projects and Outlook).
- Proficiency with AutoCAD.
- Knowledge of the Occupational Health and Safety Act and other applicable legislation.
- Ability to work with traffic analysis software such as VISUM and Synchro is an asset.

Hours of work

35 hours per week, Monday through Friday between the hours of 8:30 am – 4:30 pm.

Pay/Salary

Non-union Grade: 6 Rate: \$94,319.68 - \$117,899.60

How to apply

Qualified applicants are invited to apply using our **online** application system by **August 5, 2025**. Please note all applicants must complete the online questionnaire specific to this position at the time they submit their resume and cover letter in order to be considered.

Please visit the job posting listed on our City of Guelph [careers page](#) and click on the “Apply for this job” button. Instructions will follow.

The City of Guelph is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive workplace where employees feel welcome, valued and engaged. Our employment policies strictly prohibit all forms of discrimination on any of the grounds in relevant laws. All employment practices are solely based on individual merit, qualifications, and organization's needs at the time. In keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, we are committed to working with and providing reasonable accommodation for qualified individuals in our job application procedures. If you need an accommodation in order to participate in the hiring process, you may contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.