



# Employment Opportunity

**GEORGINA**

Town of Georgina Human Resources  
careers@georgina.ca



## Supervisor, Traffic Safety and Operations (Temporary) (Posting #2024.143T)

<b>Department:</b>	Operations and Infrastructure
<b>Division:</b>	Operations and Infrastructure - Roads
<b>Location:</b>	Egypt Operations Yard
<b>Status:</b>	Temporary, Full Time (1 year contract with the opportunity for extension)
<b>Hours of Work:</b>	40 hours per week (8:00am – 4:30pm)
<b>Number of Positions:</b>	1
<b>Annual Salary:</b>	\$104,167.86 - \$126,616.68
<b>Date Posted:</b>	November 11, 2024
<b>Date Closing:</b>	November 25, 2024

### **Come work with us!**

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

### **Position Purpose**

This role serves as the Traffic Safety expert for the Town. Under management direction, the Supervisor will oversee and develop the Traffic Operations and Safety within the operations division, providing supervision and co-ordination of daily activities of contractors, consultants and technical traffic staff to address inquiries relating to transportation and traffic safety, operations and parking.

The Supervisor will also lead and develop Traffic Safety and Operations annual programs. Programs include but are not limited to active transportation, street lighting, signs and markings program, Safe Streets for Safe Use, and Safe Streets Monitoring (ASE). This position will facilitate public education on traffic safety and coordinate with other internal (departmental) and external (enforcement) stakeholders as required. ***For full details, please see attached job description.***

### **Minimum Qualifications**

- Diploma or Degree in Civil, Transportation, Traffic Engineering or Engineering Technology, or related discipline
- Certified Engineering Technology (CET) designation or P. Eng. is required
- Affiliation with the Institute of Transportation Engineers (ITE) and/or Transportation Association of Canada (TAC) is considered an asset
- Supervisory experience in a municipal government environment
- 6 years experience in transportation/traffic safety, operations, and parking studies with supervisory/management related experience
- MTO Issued Driver's Abstract in good standing required to operate Corporate vehicles.

### **How to apply**

Qualified applicants are invited to submit a resume and cover letter, identifying the Job Title and Job ID#. Please apply by visiting the [www.georgina.ca/careers](http://www.georgina.ca/careers) no later than 11:59 pm on the closing date. The assessment process may include a practical test and/or interview.

## **Committed to diversity and a barrier-free environment**

The Town of Georgina is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We encourage applications from people with disabilities and will accommodate the needs of applicants under the [Ontario Human Rights Code](#) and the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) throughout all stages of the recruitment and selection process. Please advise the Human Resources Team if you require an accommodation(s) and we will work with you to meet your needs throughout any stage of the process. Please be advised that this information will be treated in a confidential manner.

We thank all candidates for their interest, however only those being considered will be contacted.

*Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection. Further information concerning the collection of personal information should be directed to the Human Resources Manager, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1 (905) 476-4301*

<b>Title:</b>	Supervisor, Traffic Safety and Operations	<b>Division:</b>	Operations
<b>Department:</b>	Operations and Infrastructure	<b>Revision Date:</b>	-
<b>Date Created:</b>	October 18, 2024	<b>Job Grade:</b>	Grade 6
<b>Reports To:</b>	Manager, Operations	<b>Employee Group:</b>	Non-Union
<b>Direct Reports:</b>	Operations Technicians		
<b>Indirect Reports:</b>	Consultants, Contractors, support staff		

### **Position Summary**

Reporting to the Manager, Operations, the Supervisor of Traffic Safety and Operations will provide strong leadership and supervision, excellent project and program management, and expert guidance to staff.

This role serves as the Traffic Safety expert for the Town. Under management direction, the Supervisor will oversee and develop the Traffic Operations and Safety within the operations division, providing supervision and co-ordination of daily activities of contractors, consultants and technical traffic staff to address inquiries relating to transportation and traffic safety, operations and parking.

The Supervisor will also lead and develop Traffic Safety and Operations annual programs. Programs include but are not limited to active transportation, streetlighting, signs and markings program, Safe Streets for Safe Use, and Safe Streets Monitoring (ASE). This position will facilitate public education on traffic safety and coordinate with other internal (departmental) and external (enforcement) stakeholders as required.

Prepare consultant and contractor procurement documents and participate in selection and administration of these goods and services. To ensure that projects are completed within the annual budget limits; and to meet with government representatives and utility companies regarding capital construction projects.

This position will also develop policies and standard operating procedures as it relates to traffic safety and operations and provide input to the annual budget and 10-year capital forecast.

### **Responsibilities**

#### **Program Management Traffic Safety and Operations:**

- Oversee the administration and management of the Town's traffic safety and operations investigations including aiding Town staff, the public and elected officials with recommended remedial measures

- Liaise and coordinate with staff of various Town Divisions, as well as external organizations and agencies on projects and issues related to traffic safety and operations
- Lead Traffic Safety and Operations Programs on an annual basis. Programs include but not limited to Safe Streets Monitoring (ASE) Program, Safe Street for Safe Use Program (Operations related to traffic calming implementation), Active Transportation Program, Streetlighting Program, Signs and Marking programs, parking programs
- Develop and implement guidelines and procedures related to traffic safety and operations, and monitor, evaluate and review delivery of associated policies and strategies
- Develop and document performance indicators and objectives for all new and existing traffic safety and operations programs
- Track complaints statistics, analyze data, develop and monitor performance indicators to ensure excellent customer service and continual service improvement and complete year end reports
- Prepare reports to Council, as required, to support translating corporate goals and priorities into coherent procedures, strategies, and initiatives that will deliver their intended outcomes, and to implement promptly the associated decisions
- Monitor, track and collect any data to be used in budget preparation on an on-going basis
- Quality control responses to inquiries and requests for traffic related requests
- Manage budgets related to capital and operational projects initiated by the department related to traffic operations and traffic safety

#### **Administration and Leadership:**

- Supervise the daily activities of contractors and technical staff
- Oversee tasks and activities assigned to traffic students/interns for support of section programs and projects
- Carry-out all human resources and administrative functions associated with supervision of staff including scheduling, authorization of vacation requests and overtime, hiring, discipline, health and safety, performance management and training
- Assist in driving culture change through customer-focused and lean systems improvement, championing the organizational benefits and seeking to embed application of corporate values
- Guide management through changes in traffic regulations and respond to new provincial policy and industry guideline changes through timely development of Town guidelines, policies and procedures, other town divisions and, external agencies and stakeholders, and disseminating information as required
- Research and stay up to date on transportation industry development with respect to emerging technologies

#### **Project and Contract Management:**

- Engage with internal and external stakeholders to establish project/contract scope, requirements and alignment with Town policies and by-laws
- Review project background information; prepare project/contract Terms of Reference and coordinate the procurement of consulting/contractor services, as require
- Project manage and liaise with consultants, contractors and partners on projects, research and other relevant work
- Coordinate with staff to collect pertinent data and background information such as traffic and active transportation data, as-built drawings, topographic surveys, sites plans and subdivisions.
- Project management of traffic safety operations projects
- Manage and oversee the engagement with the public in relationship to traffic safety programs, policies, and other associated matters, including preparation of reports, briefings, and presentations
- Coordinate public consultation; collect feedback from internal and external stakeholders
- Procures, awards, and administers approved contract through to completion of the contract

- Manages the competitive procurement process (Request for Tender, Request for Quotation, Request for Proposal) in conformance with the Town's procurement policy
- Provides contract administration activities including award, instruction notices, change directives, change orders, damage notices and overall analysis of data
- Prepares contract specifications and statement of work (service delivery, materials, consultants, equipment etc.) without assistance and ready for review in final draft form
- Reviews and approves payment certificates and invoices, ensuring prompt payment
- Maintains thorough financial records for all projects using the Town's enterprise Financial System and other tools
- Manages contract deliverables and ensures health and safety principles and policies are always followed
- Understands Risk Registers and Risk Treatment Plans for all projects
- Provides budget planning and forecasting on both short and long term cycles

#### **Communications, Stakeholder Management:**

- Contribute to the development of new traffic safety guidelines, methods, procedures and policies and the review and amendment of existing guidelines, methods, procedures, and policies
- Consult with internal and external stakeholders to ensure project requirements and issues are considered as part of the traffic safety and operations project scope
- Create and write performance measures and objectives for all new and existing traffic safety and operations programs
- Liaise with Council, other departments, external agencies and the public with respect to traffic safety and operations
- Facilitate Public Education on traffic safety
- Coordinate representation on relative Committees

#### **Intergovernmental and Multi-Jurisdictional Affairs, Partnership Development and Innovation:**

- Coordinate Town traffic safety and operations capital projects with neighbouring municipalities, York Region and York Region Transit, Province of Ontario and its subsidiaries (Metrolinx) and other external agencies to receive feedback as appropriate
- Sit on Technical Advisory Committees and other project committees for external traffic safety related projects and initiatives and coordinate with Town Departments for comments
- Monitor developments in provincial legislation and municipal best practices to assess their impact on the operations of the City's transportation system
- Work with and develop partnerships to support the work of other Town Divisions
- Provide ongoing engagement with other municipalities, organizations, and other stakeholders in order to provide updates on matters relating to traffic safety and operations
- Work with partner organizations to identify opportunities to undertake joint studies, including the coordination of pilot projects and act as lead project manager, as required
- Develop and produce strategic and implementation plans, in partnership with the Manager, Director, relevant stakeholders, and external agencies

**The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended, nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position**

#### **Minimum Qualifications**

##### **Education and Experience**

- Diploma or Degree in Civil, Transportation, Traffic Engineering or Engineering Technology, or related discipline
- Certified Engineering Technology (CET) designation or P. Eng. is required

- Affiliation with the Institute of Transportation Engineers (ITE) and/or Transportation Association of Canada (TAC) is considered an asset
- 6 years experience in transportation/traffic safety, operations, and parking studies with supervisory/management related experience
- MTO Issued Driver's Abstract in good standing required to operate Corporate vehicles.

#### **Required Skills/Knowledge:**

- Supervisory experience in a municipal government environment
- Experience dealing with traffic safety, traffic operations, and traffic calming issues and defending municipal practices, guidelines, by-laws, policies, and techniques
- Experience writing reports for the Committee of the Whole, Council and Senior Management
- Proficient in Microsoft Office Suite, Arc desktop/online, and Traffic Engineering Software
- Thorough knowledge and experience in the Highway Traffic Act, Highway Capacity Manual (HCM), Ontario Traffic Manuals, Transportation Association of Canada Geometric Design Guide for Canadian Roads, and OPSD Standards
- Strong Knowledge of municipal legislation, policies and practices relevant to the position and a strong awareness of current political and economic issues affecting municipal government
- Demonstrates good judgement, solves problems and makes sound decisions
- Demonstrates effective leadership of a team in a strong customer service focus environment
- Shows commitment to personal growth, development and leadership opportunities
- Shares new ideas and challenges the status quo
- Proven written and verbal communication skills with the ability to communicate with honesty, openness, respect and trust
- Demonstrates and encourages excellent listening skills and different point of view
- Takes initiative to participate in a culture of learning, mentoring and sharing
- Contributes to building and being a part of a positive culture
- Must possess a valid Ontario Class "G" Driver's License, and have access to a vehicle for use on corporate business (mileage compensated) and will be required to provide proof of vehicle insurance upon hire

#### **Leadership Competencies**

- Demonstrates personal leadership
- Builds people and culture
- Cultivates open communication
- Shapes the future
- Navigates and leads through complexity and change