



## **Junior Project Manager, Transportation – Kingston, Ontario**

**Job Number:** J1124-0054

**Bargaining Unit:** Non-Union

**Job Type:** Regular Full-Time

**Hours of Work:** 35 hours per week

**Salary Range:** \$84,282.02 - \$105,277.54/Year

**Closing Date:** January 10, 2025

### **Opening Statement**

We acknowledge that the City of Kingston is situated on traditional Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat) territory and thank these nations for their care and stewardship over this shared land. Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services while working for an organization known for excellence and innovation.

### **Position Summary**

The Junior Project Manager, Transportation, is responsible for a range of duties and projects that support the development of and enhancements to the City's transportation systems through capital projects and operations management. This position focuses on leading and supporting capital projects to construct and improve transportation infrastructure and systems in the City's rights-of-way. The position will review and direct the work of staff and consultants and oversee the planning, implementation and tracking of capital projects for the Transportation and Transit Services group.

This position analyzes the feasibility of and makes recommendations for the scope of infrastructure projects and supports the implementation of changes to new infrastructure projects that are sustainable and meet the needs of all travel modes. This position manages the design and implementation of infrastructure projects and transportation systems projects consistent with strategic plans for the Transportation & Transit group and other city departments and in support of the City's Official Plan, Kingston Transportation Master Plan (KTMP), and Active Transportation Master Plan (ATMP) and Council's priorities, to ensure the safe and efficient movement of pedestrians, cyclists, and motorists.

The position acts as a developing technical resource and subject matter expert in matters pertaining to the City's transportation systems and infrastructure, safety, active transportation, transit priority, and other policy matters and industry best practices, and works in tandem with internal stakeholders and transportation project managers to support the transportation policy goals of the City and reflect this in the delivery of capital infrastructure projects and in the technical review and on-site design for development applications in relation to traffic flow, cycling facilities, pedestrian movements, traffic calming and other safety initiatives. This position will also assist with the development of traffic standards for integration into zoning bylaws, subdivision standards and site plan standards.

This position is accountable for identifying, prioritizing and addressing operational opportunities to optimize the existing transportation system. This includes transportation safety, intersection improvements, traffic signal timing changes, and traffic signal equipment upgrades. This position will also plan for and conduct public engagement and work collaboratively with stakeholders on projects as part of the City's public engagement policies and the Ontario Environmental Assessment Act.

## KEY RESPONSIBILITIES

### SCOPE AND PLAN CAPITAL PROJECTS

- 1) Assess existing conditions, consult with stakeholders, review regulatory requirements and City policies
- 2) Determine project requirements, and develop project planning information including schedules, project budgets and preliminary cost estimates

### SUPPORT PROJECT DELIVERABLES AND PROJECT EXECUTION

- 1) Support project execution in accordance with project plan including overseeing and updating related planning documents (work breakdown structures, project budgets, schedules, etc.

- 2) Use measurement methods to monitor progress and adherence to project plan
- 3) Coordinate project deliverables and milestones including;
  - a. Develop and manage procurements and contracts with various external parties
  - b. Prepare reports to City Council and Committees
  - c. Identify and secure project approvals
  - d. Plan for and conduct public engagement to support project goals and in adherence with City policies and regulatory requirements
- 4) Support and oversee the work of project teams including internal staff and/or consultants to develop project documentation including conceptual and detailed design plans, project specifications, cost estimates, reports, etc.
- 5) Support project construction and manage project closeouts and commissioning, as well as transition of built infrastructure to operational departments/divisions
- 6) Lead traffic modelling exercises to support capital projects or make required improvements to transportation systems

#### SUPPORT PROJECT TEAMS AND COORDINATE WITH STAKEHOLDERS AND AGENCIES

- 1) Identify and coordinate with project teams and stakeholders on projects and operational matters (including vendors, contracted services, internal departments, members of the public, regulatory/approval authorities, etc.)
- 2) Communicate with project teams and stakeholders on project progress
- 3) Collaborate and build connections with internal departments and external agencies and act as liaison, negotiator and facilitator working in tandem with other City departments to ensure project delivery is in alignment with various city and/or community plans and strategies
- 4) Ensure the customer perspective guides decisions and activities and use appropriate communication techniques to resolve customer issues
- 5) Facilitate or attend public, committee and council meetings as required

#### ACT AS DEVELOPPING SUBJECT MATTER EXPERT AND PROVIDE TECHNICAL SUPPORT TO DEPARTMENT

- 1) Provide technical management and guidance to department for assigned projects, tasks and deliverables
- 2) Provide technical guidance to support and assist internal department and other departments in assessing conditions, responding to public or agency inquiries, supporting the review of development applications as required, and/or operational matters concerning the City right of way and City assets
- 3) Actively participate as a member of Transportation Systems team in developing and updating standards for infrastructure and transportation systems projects based on industry best practices and changing regulatory requirements, and with a focus on opportunities for the community to achieve more sustainable transportation modal splits
- 4) Support in the development of policies, asset management plans, and area-specific transportation studies and strategies
- 5) Complete traffic modelling and provide signal timing plans for new and existing intersection

#### LEARNING & DEVELOPMENT

- 1) Participate in opportunities for self development including development of technical skills, and participation with professional associations to keep up to date with industry standards and best practices and changing regulatory requirements
- 2) Participate in opportunities for leadership development through training and support of team including development and mentoring of junior and intermediate technical staff

Other duties as assigned

#### **Qualifications, Competencies**

Degree/diploma in Civil Engineering or related field

4 year degree in Civil Engineering with specialization in transportation, preferred

Eligible for membership in Professional Engineers Ontario (PEO)

Experience with transportation planning studies, practices, standards and transportation modelling

0 + years of experience supporting/leading multiple capital projects from feasibility to completion while dealing with a diverse group of stakeholders

Experience with regulations and legislation governing the design, approvals and construction of linear infrastructure in Ontario

Experience with detailed design and project management for linear infrastructure projects, preferred

1 year of practical related experience in transportation/municipal infrastructure planning, design and construction, including familiarity with the Ontario Traffic Manuals (OTM), Transportation Association of Canada (TAC) Guidelines and other guidelines and standards for municipal infrastructure design and construction, preferred

Must demonstrate corporate values of Belonging, Collaboration, Accountability, and Innovation.

### **Skills, Abilities, Work Demands**

Skills in project management practices and methods

Excellent communication skills with the ability to interact with stakeholders at all levels, internal and external to the organization

Excellent interpersonal skills with the ability to achieve consensus through communication, mediation, and negotiation and to manage the expectations of diverse groups of stakeholders

Knowledge of the Highway Traffic Act, Ontario Traffic Manuals and other related acts and legislation such as the Occupational Health and Safety Act, and the Accessibility for Ontarians with Disabilities Act, 2005 and standards

Knowledge of traffic signal design, understanding of signal operations and signal timings

Experience using traffic modelling software

Advanced computer skills including MS Office and including advanced skills in Excel

Knowledge of the Ontario Environmental Assessment Act is an asset

Advanced analytical and research skills with the ability to formulate solutions to complex issues

Experience working with Transportation Demand Management strategies, preferred

Experience working in traffic operations and experience in an urban/rural municipal, preferred

Knowledge of and experience with AutoCAD and Civil 3D design/drafting software, preferred

Ability to work outside regular business hours as needed

Ability to work in both typical office environment and on construction sites to support and oversee infrastructure projects, liaise with contractors, agencies, stakeholders, etc. and manage contracts and deliverables

Must possess and maintain a valid class 'G' driver's license

Required to obtain and maintain satisfactory criminal record check

### **Closing Statement**

Please apply to Career Opportunities at: [www.cityofkingston.ca/Careers](http://www.cityofkingston.ca/Careers)

Please inform us of any accommodations we need to make to ensure a barrier-free recruitment experience. Accommodations are available in accordance with the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA) at any stage in the recruitment process. We're happy to provide more information if you email us at [HRCity@cityofkingston.ca](mailto:HRCity@cityofkingston.ca)

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.