# Town of Caledon
## make a difference

**Job Title: Traffic Analyst**
**Closing Date: February 12, 2025, 12 PM EST**

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can *make a difference*.

## The Opportunity

Reporting directly to the Manager, Transportation Engineering, this role is responsible for providing technical engineering and administrative support to the Transportation Engineering team on various traffic-related issues. You will be responsible for handling site investigations, traffic calming, and the installation/modification of traffic signs, while ensuring smooth correspondence with internal staff and contractors. You will also monitor the Public Utility Coordination Committee (PUCC) process, respond to resident inquiries, and generate invoices related to locates. As the Traffic Analyst, you will perform the following duties, including but not limited to:

- Undertake field investigations related to traffic engineering files
- Coordinate, review, and provide comments on proposed construction works through the PUCC applications for Town assets
- Administer compliance with ON1CALL regulations
- Liaise with contractors to ensure service requests and work orders are completed per the ON1CALL contract
- Complete engineering warrants for Traffic Signals, All-way Stops, and Crossing Guards
- Administer traffic signal and calming construction contracts
- Process before and after studies, prepare reports, and design traffic calming applications
- Investigate resident and Council inquiries, and prepare work orders for traffic control device installations
- Coordinate the annual Traffic Count Program and maintain the traffic count database
- Represent the Town on external working groups and committees related to traffic engineering
- Perform additional duties and special projects as assigned

## TOWN OF CALEDON

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**The Ideal Candidate**

We are seeking a highly motivated professional with a post-secondary degree or diploma in Transportation Engineering, Civil Engineering, or a closely related field. Our ideal candidate has a minimum of 3 years of experience in Traffic Operations, Transportation Planning, and Traffic Signals, with experience in customer service. Co-op terms can be considered in determining experience.

The ideal candidate will have demonstrated expertise in traffic analysis, including intersection capacity analysis, sign-related warrants, and field studies. We are looking for someone with superior organizational and communication skills, the ability to meet deadlines, and the capacity to work effectively in a team.

A valid driver's license and proficiency with MS Office, Traffic Engineering Software (TES), Synchro 8, and AutoCAD are required.

The successful candidate for Traffic Analyst will be required to work a flexible schedule, including in the office, remotely, and after hours (as required).

This position offers a salary range of $85,559.51 - $106,949.39 plus a competitive benefit package.

*Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.*

*The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.*

*Applications for this posting will be accepted until February 12, 2025 12:00PM EST.*

**How To Apply**
To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers
If needed and upon request, this document can be made available in an alternative format.