

Transportation Technician (Regular)

Job Requisition JR-2025-176 Transportation Technician (Regular) (Open)
Job Family CUPE
Start Date 2025-10-21
End Date 2025-11-05
Primary Posting No
External Posting URL https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Community-Services-Building/Transportation-Technician--Regular-_JR-2025-176
Description Internal Closing Date:
 Oct 29, 2025

External Closing Date:

Nov 5, 2025

Note: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Hourly Rate:

51.13

Minimum Weekly Hours:

35

Reporting to the Manager, Transportation, this position performs field and office work involving safety assessments and the co-ordination, provision and monitoring of transportation services for all modes of travel including transit, vehicles, pedestrians and cycling. The position will also act as a Project Manager for Capital Projects by being the main contact for all aspects related to the delivery, coordination and administration of those projects. This includes managing the external consultants and contractors to ensure project delivery and act in a design capacity for select projects. The position also undertakes Transportation reviews, when applicable, of Capital Projects managed by other Departments / Divisions.

Duties Include:

- Designs and reviews the transportation related aspects of municipal works including road signs and markings, safety engineering and traffic control signs for transit, vehicular, pedestrian and cycling facilities. Performs site assessments and safety audits as required to ensure stability and safety of all road users. Prepares engineering drawings using computer aided drafting methods.
- Organises, conducts and analyses traffic surveys including, but not limited to, traffic movement and control, accident analysis, safety and parking. Coordinates the purchase and maintenance, including installation and removal, of transportation data collection equipment.
- Responds to inquiries regarding all modes of transportation, traffic movement and restriction, on-street parking and road safety and resolves complaints related to development and City bylaws, policies and other requirements.
- Processes Access, Road Right of Way and Special Event permits.
- Coordinates capital projects, which involves defining the project scope, preparing cost estimates, procurement of consultants to provide preliminary and detailed designs, coordinating with internal and external stakeholders, agencies and utilities, coordination of the public participation process during design and construction, coordination of tendering, and interfacing with stakeholders during construction. Develops and manages project budgets from the project initiation stage, through design and construction. This includes management of the various funding sources applied to each project. Assists with field

- inspections of constructed transportation elements for compliance with approved design.
- Develop scopes of work for procurement of professional services related to design, construction and servicing for transportation infrastructure and documents for construction services including: Expressions of Interest and/or Request for Proposals, and Tender Documents.
 - Develops and maintains good external contacts with applicable contractors, suppliers, distributors, Government regulatory agencies, private organizations, and utility groups on matters relating to municipal projects and industry practice.
 - Assists other departments in the preparation and revision of the annual capital works budget to meet Council and City infrastructure directives.
 - Assists other departments in the preparation of funding mechanisms including Latecomer Bylaws, Works Contribution Agreements, Local Service Areas, and Development Cost Charges.
 - Assists other departments with the preparation of servicing reports related to proposed subdivisions and developments. Assists with review of building permit applications and engineering design drawings of proposed developments for compliance with City standards and bylaws. Provides revisions to the transportation related sections of the Subdivision and Development Servicing Bylaw to ensure it is consistent with sound transportation practice and promotes accepted development practices.
 - Assists in the development, interpretation and maintenance of computer modelling of the City's transportation network.
 - Assists with developing terms of reference for Transportation Impact Assessments and Traffic Impact Studies.
 - Meets with developers, contractors, staff and the public to discuss projects and provide direction and recommendations in accordance with City standards and development requirements.
 - Assists with holding public meetings related to municipal transportation, engineering, development and other City initiatives. May be required to act as Chair in the absence of the Manager.
 - Provides technical support and writes Council Reports for Council presentations and presents reports to Council if and as requested. Investigates, researches, and prepares reports on transportation issues as requested.
 - Coordinates with City staff to ensure project development, initiatives, studies and reports are carried out in a timely and efficient manner.
 - Performs other related duties as required.
 - All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Diploma in Civil Engineering Technology or a related field from an accredited technical institute.
- Eligible for registration as a Technician or Technologist in the ASTTBC.
- Minimum seven years of experience in transportation engineering.
- BC Driver's Licence, Class 5.

Required Knowledge, Skills and Abilities:

- Considerable knowledge of design concepts, standards and guidelines related to municipal transportation engineering.
- Considerable knowledge of municipal, provincial and federal regulations related to land and infrastructure development.
- Demonstrated knowledge and skill with the latest version of AutoCAD, Microsoft Excel and

Word, or other applicable software programs.

- Considerable knowledge of complex technical and legislative regulations regarding land development and transportation infrastructure. Excellent communication skills (oral and written) combined with the ability to exercise diplomacy, courteousness, tact, and be respectful when dealing with employees, contractors and members of the general public.
- Construction inspecting including construction layout, conformity with design, and tender documents, generation of deficiency lists, and documentation of site inspections.
- Ability to co-ordinate design and construction projects.
- Ability to work with no supervision.

Preferred Education and Experience:

- Association with and/or knowledge of Master Municipal Construction Document, Transportation Association of Canada, and other technical infrastructure, land, or legislative associations is an asset.
- Project Manager Professional (PMP) certification.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. Please note that we are unable to accept phone calls regarding application status.

Worker Sub-Type	Permanent
Location	Community Services Building
Time Type	Full time
Locations	
Supervisory Organization	Transportation