

POSITION: TRAFFIC TECHNICIAN**JOB POSTING #:****DEPARTMENT:** Engineering**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543123**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$25.25 - \$29.67 per hour (2012)**HOURS PER WEEK:** 40**DUTIES:**

Reporting to the Manager of Transportation Planning, independently undertakes, inputs, tabulates and reviews yearly, average daily traffic counts; coordinates summer students and other staff in conducting turning movement counts, warrant studies and surveys all of which require travel to field locations; maintains accurate files, including computer files, of traffic volume and warrant studies; reviews and arranges detour routes in cooperation with other Departments, utilities and contractors; prepares collision diagrams and accident statistics; provides training and assistance to those assisting in surveys and studies; reviews applications and prepares comments related to Street and Alley Closing Committee; reviews and makes recommendations regarding site line obstructions and other traffic related matters; reviews and makes recommendations for personal handicap parking spaces; attends various meetings as required including pre-construction meetings and Street and Alley Closing Committee Meetings; handles general complaints from the public and City Council and prepares responses as required; maintains amiable relations with the public and fellow staff; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus a three (3) year Transportation Engineering Technologist Diploma from a Community College, or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience working in a computerized and traffic/transportation environment utilizing the Microsoft Office Suite of Products, particularly Outlook, Word and Excel.
- Must be familiar with the Highway Capacity Manual.
- Must be eligible for certification as an Engineering Technician from O.A.C.E.T.T.
- Must be proficient in mathematics and traffic survey techniques.
- Must have proven oral and written skills as well as public relations skills.
- Must hold and maintain a current valid and lawful Class G driver's licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on September 17, 2012