

**POSITION: TRANSPORTATION PLANNER I**

**JOB POSTING #:**

**DEPARTMENT:** Engineering

**UNION:** 543

**POSTING TYPE:** Corporate

**JOB CODE:** 543437

**POSTING STATUS:** Regular Full-Time

**POSITION #:** 00004515

**# OF POSITIONS:** 1

**GRADE/CLASS:** 0.14

**SHIFT WORK REQ'D:** No

**SALARY RANGE:** \$27.17 - \$31.94 hourly (2012 Rates)

**HOURS PER WEEK:** 33.75

### **DUTIES:**

Reporting to the Manager of Transportation Planning, will be responsible to review planning/development proposals, prepare comments, attend meetings as required, and negotiate with developers on behalf of Transportation Planning to achieve policy objectives, safe design, and protection of City transportation facilities including rezoning, Official Plan Amendment, Plan of Subdivision, Part Lot Control, Site Plan Control, Condominium Conversion, Consent Applications, and Minor Variance Applications (Committee of Adjustment). Will prepare draft responses to applications and maintain appropriate background files; represent Public Works at various meetings to provide technical input and expertise, including the Ontario Municipal Board and Site Plan Control Committee, provide design guidelines for roadway improvements related to all developments, negotiate cost sharing for roadway improvements, review and comment on Liquor License applications, represent Transportation Planning at Planning Advisory Committee and Council meetings, and review traffic impact study analysis including trip generation, distribution and assignments for various development applications. Will assist the Policy Analyst in undertaking policy reviews including creating mapping and presentation materials, data collection, and participation at public meetings. Will perform traffic impact study analysis including trip generation, distribution and assignments for internal City developments and studies. Will perform transportation analysis using transportation analysis software; update and maintain the Strategic Roadway Improvement Priority System; review and comment on Sign By-Law amendments; assist in the preparation and implementation of transportation planning field surveys and studies including the analysis and maintenance of data; assist and train others participating in traffic engineering surveys and studies; assist in undertaking Environmental Assessments; perform manual turning moving counts; assist in the review of oversized loads; assist the Traffic Technician in the review of traffic detour routes in cooperation with other department, utilities and contractors. Receive, sort, analyze and prepare material received for entry relating to collision database. Input data for motor vehicle accident reports, and will maintain motor vehicle accident files and prepare accident statistics. Handle and provide support for general inquiries and complaints from the public and City Council, and prepares responses and/or reports as required including processing department Service Requests as assigned. Will be required to make site visits and attend meetings involving other Service Areas and/or the public on behalf of the department. Maintain amiable relations with co-workers and the public; perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; perform other related duties as assigned.

### **QUALIFICATIONS:**

- Must have a four (4) year University Degree in Planning or Civil Engineering, or Ontario Ministry of Education equivalencies;
- Must have over one year's experience in either an Urban Planning or Transportation Planning environment, or related experience;
- Must have knowledge of the Planning Act and related legislation and provincial policies;
- Must have excellent writing skills and the ability to make oral presentations;
- Must have the ability to develop and use graphic aids, and the ability to use standard spreadsheet and graphic computer software;
- Must possess excellent interpersonal skills, and have the ability to establish and maintain effective relationships with City representatives, other agencies, and the general public;
- 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.
- Membership in the Canadian Institute of Planners and/or the Ontario Professional Planners Institute as a Registered Professional Planner, **or** membership with the Professional Engineers of Ontario will be considered an asset.

### **POSTING SPECIFICS:**

**Posting Period:**

- **at 8:30 AM to at 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 24, 2012