

## The Organization

Good Roads is dedicated to improving municipal roads and associated infrastructure in Ontario. Today, we have 417 municipal members and 18 First Nations members. Good Roads exists to connect our members to each other, to other levels of government, to academia, and to relevant private sector interests. We also provide our members with training, knowledge, political advocacy, and solutions to their most pressing problems. This work is important because the management of roads and transportation are changing faster than ever.

## The Opportunity

This unique position of Research and Standards Coordinator, works alongside the Manager, Technical Programs and Research and indirectly reports to the Head, Standards Management Section at the Ministry of Transportation Ontario for work as OPS Standards Coordinator. The effort is shared 40% Good Roads and 60% OPS.

In this role, you will be responsible for promoting Good Roads' member programs and services, collaborating across departments on research projects/priorities, facilitating volunteer committees for the Ontario Provincial Standards including the coordination, review and development of standards for Ontario infrastructure under the direction of the OPS standards office located at the Ministry of Transportation. You will also be responding to member and other requests for technical information and/or advice and presentations, liaising with and representing Good Roads with municipalities and other government related agencies and other associations, contributing to the planning and delivery of conference/educational offering events.

## Responsibilities:

- Provide guidance, oversight, and client support to Good Roads products and services.
- Coordinate the quantitative and qualitative research for Technical Programs and Research, Public Affairs and Government Relations and Communications and Marketing Departments.
- Responds to enquiries from member municipalities, public/private sector on information requests, and matters relating to municipal transportation and infrastructure.
- Represents Good Roads positively with municipal members, government and other agencies.
- Coordinates OPS specialty committee meetings, information, member activities, and work schedules.

- Provides secretariat support to Ontario Provincial Standards specialty committees and other OPS members.
- Sets priorities for standard reviews and develop work plans for OPS specialty committees, direct work of developing and maintaining OPS standards, organize and arrange standards for review and publication.
- Investigates and researches data for the development, review and maintenance of Ontario Provincial Standards.
- Fosters communications and liaison between OPS specialty committees, other OPS committees, MTO staff and Good Roads and MEA members, OPS stakeholders, and other OPS staff regarding standards, presentations, and committee activities.
- Responds to inquiries and comments regarding the Ontario Provincial Standards and advises stakeholders on OPS format, policies, and procedures.
- Maintains consistency between OPS construction and material specifications and OPS drawings with external and industry standards.
- Manages files and backup data from standard reviews and development.
- Promotes the use of OPS as a standard for MTO and municipalities.
- Represent OPS on external and internal technical and functional committees and task groups.
- Forward-thinker who can collaborate well with Good Roads partners, while investigating new or future opportunities for Good Roads and its progressive road initiatives.
- Performs other duties as required.

#### Knowledge and Skills

##### Must Have

- Formal academic training in research intensive disciplines. Understanding of civil and/or environmental engineering technology or related discipline is an asset. You can explain this research in plain language to stakeholders.
- Understanding of the conditions governing the design, construction and maintenance of municipal roads including water and wastewater services within the roadway.
- Excellent interpersonal, communication, presentation, research, analytical, statistical, project management, and creative problem-solving skills.
- Thorough working knowledge of municipal right of way infrastructure and operations, municipal governance structures, provincial legislation/regulations/standards affecting municipal infrastructure, contemporary practices, the Occupational Health & Safety Act and

Construction regulations; knowledge of other municipal public works operations.

- Ability to deal courteously and effectively with staff, municipal Councils/Committees and staff, provincial ministries/agencies, other associations/organizations, and other Good Roads contacts.
- Class “G” Drivers License in good standing and reliable vehicle to use on Association business.
- Availability for travel to attend/facilitate/ meetings, conduct reviews/seminars, etc.

#### Nice to Have

- Knowledge of municipal transportation, infrastructure, asset management, and winter maintenance operations.
- Past experience in an association.
- Experience in dealing with levels of government.
- A positive attitude and good sense of humour.
- A willingness to pitch in and help other team members when needed.

#### Work Environment

The Research and Standards Coordinator, reporting to the Manager, Technical Programs and Research, will join Good Roads’ hybrid work environment based out of Oakville, ON. Currently, employees are expected to be in the office three days per week.

Good Roads is a “horizontal” organization and emphasizes outcomes over processes. The right candidate will be granted sufficient autonomy to achieve desired outcomes. We are dedicated to diversity, equity, and inclusion and will tolerate no form of discrimination in our workplace.

Good Roads has a COVID-19 vaccine policy in place for staff and interested parties must be vaccinated.

#### Compensation

Good Roads offers a competitive salary alongside a generous vacation and benefit package. The successful candidate will also be enrolled in the OMERS pension plan, have access to professional development funds, once a year staff retreat, and receive an annual wellness benefit.

Salary: This full-time role has a starting salary of \$79,640.92.

#### How to Apply

Please submit your resume and cover letter to Dr. James Smith, Good Roads’ Manager, Technical Programs and Research at [James@GoodRoads.ca](mailto:James@GoodRoads.ca)

1525 Cornwall Rd Unit 22  
Oakville, ON L6J 0B2  
+1 289 291 6472

The deadline to apply is **Friday, October 28<sup>th</sup>, 2022**. Applications will be reviewed and interviews may be scheduled prior to the job posting closing date.

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