



THE REGIONAL MUNICIPALITY OF DURHAM

Works Department

Senior Project Coordinator (WT5) - Transportation Design **(Regular Full-Time)**

Job ID: 18876
Job Number: 94
CUPE Local 1764

Open: Jan 18, 2024 Close: Feb 14, 2024

Diversity, Equity and Inclusion Statement

The Region of Durham is committed to employment equity and is actively implementing measures to build and sustain an inclusive, barrier-free workplace that is reflective of the diverse residents it serves. We welcome applications from Indigenous Peoples, people from racialized communities, women, persons who live with disabilities, people from 2SLGBTQI+ communities and people with diverse identities.

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), accommodation will be provided throughout the recruitment process to applicants who live with disabilities.

Number of Available positions:

Vacancies: Two (2)

One Regular Full-Time in Transportation Design Division

One Temporary Full-Time in Transportation Design Division (12 months duration with possibility to extend)

Works Technician 5 - Transportation Design

(Previously posted as Senior Project Coordinator (WT5) - Transportation Infrastructure or Transportation Design under Job ID 18558)

Under the direction of a Senior Project Manager or Project Manager, duties include acting as group leader and providing project management by guiding, directing, coordinating, and reviewing Regional road related projects and engineering submissions performed by staff and external consultants.

The incumbent will:

- Provide technical and procedural guidance on planning, designing, and scheduling of road and storm drainage projects on Regional roads
- Conduct critical and constructive technical reviews of engineering submissions such as municipal road designs, stormwater management plans, traffic impact studies, and environmental assessments
- Review and recommend potential rehabilitation and asset management strategies for the Regional road and storm drainage systems
- Assess private accesses on Regional roads for compliance with Regional standards, guidelines, and access management principles, and direct design of related Regional road improvements and entranceways
- Establish, co-ordinate, and ensure compliance with project schedules
- Review and submit applications and help secure approvals from Municipal, Provincial, Federal and other agencies
- Participate in the preparation of budgets and tender document packages
- Evaluate and recommend modifications to Regional and Provincial standards and software for municipal road design
- Organize, attend, and participate in meetings, information sessions, and workshops with internal staff, external agencies, consultants, and the public
- Respond to and coordinate comments with the public, internal staff, external agencies, and consultants

The successful applicant will possess:

- A three-year post-secondary diploma in a Civil Engineering Technology or a related discipline
- Registration with or be eligible for registration as an Engineering Technologist with O.A.C.E.T.T.
- Extensive experience related to the planning and design of municipal roadworks



- Working knowledge of geo-technical practices, utility coordination, Class Environmental Assessments, construction tendering, land development processes, and traffic engineering
- Understanding of construction methods, Ontario Provincial Standards (OPS), Regional standards, and other policies, guidelines and legislation related to planning and design of municipal road and land development projects
- Knowledge of Microsoft Office software applications (Word, Excel, Access, Project, Outlook, Teams), and AutoCAD
- Excellent verbal and written communication, public relations, negotiation, project management, and organizational skills
- The ability to work in a team environment with minimal supervision
- A valid Ontario Class 'G' Driver's Licence with access to a reliable vehicle

Experience with traffic impact assessments, traffic operations analysis, land development, roundabout design, Civil3D and the coordination of multi-discipline municipal road projects including sanitary sewer, watermain, traffic signals and illumination design would be considered an asset.

CUPE 1764 Salary Grade 9

This position is with Salary Grade 9 and will be paid at the following hourly rates:

- Start: \$50.29 - Six Month: \$53.09 - Job: \$55.88

Conditions of Employment

Proof of education, qualifications and any other job bona fide requirements will be required prior to start date.

External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online (www.durham.ca) no later than midnight (Eastern Standard Time) on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: RecruitingHelp@durham.ca and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to RecruitingHelp@durham.ca.

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