

County of Lambton Position Description

Position Title: Development and Transportation Coordinator

Division: Infrastructure and Development Services

Group: Non-Union

Immediate Supervisor: Manager, Public Works

Position Summary

Reporting to the Public Works Manager, the Development and Transportation Coordinator shall provide engineering and technical review for all developments and coordinate all transportation infrastructure matters related to road safety initiatives, traffic engineering, transportation infrastructure (including traffic signals and active transportation), and permitting activities along the County Road Network.

The position provides engineering review of all development application submissions (drawings and reports, etc.) pertaining to residential, industrial, commercial, and institutional development projects, as well as minor variances and zoning amendments, to ensure compliance with respect to County policies, standards, specifications, By-Laws, and accepted engineering practices, and comment on same.

This position also coordinates field activities for development inspections and enforcement of policies, procedures and By-Laws related to development activities impacting the County Road Network during the construction phase. As well as manage the County's Road Information Management Service (Municipal511, Permit Central, etc.) for all road communication and permitting needs. Including reviewing and approving permit applications.

This position will also provide support and assist in the following departmental endeavours which include:

- Pipeline and encroachment agreements;
- Ontario OneCall and infrastructure locate program with Operations Department.
- Review master plans and studies for capital projects and provide comments, background information, data and analysis.
- Long-range forecasting for planned development growth of roads and other core infrastructure and identifies upgrade needs, including providing updates for Development Charge Studies, when required.

Job Duties and Responsibilities

Development Engineering Review:

- Reviewing technical documents related to development applications including coordination with other Departments and/or Divisions to provide comments on various matters relating to Transportation, Public Works and Operations.
- Prepares and provides technical advice and/or reviews, assesses, comments and reports on development applications and engineering submissions; which could include Official Plan and zoning amendments, site plan approvals, Committee of Adjustment applications, subdivision agreements, minor variances, etc.
- Overseeing the monitoring of construction on development projects to ensure that roads and services to be assumed by the County are being properly constructed; meeting with Developers and Engineering Consultants to provide feedback and input as relates to Municipal Standards and Construction practices.
- Assists with the development and administration of technical standards and County masterplan documents related to the responsibilities of the County Public Works Department.

Traffic and Transportation:

- Prepare reports and recommendations on Transportation, Development, Public Works and Operations matters related to road safety implementation and active transportation.
- Coordinate the County's traffic data collection program, including analysis of collision data, which will include the technical analysis for assessments and recommendations related to:
 - road expansions
 - operational and safety assessments of intersections
 - speed limit review
 - illumination warrant analysis
 - intersection stop control warrant analysis
- Support the Operations Manger – Roads as it relates to obtaining traffic and collision data for the County's insurance adjuster to defend against claims and assist County appointed Lawyers at Examination for Discovery and in Court of Law as required.
- Assist in managing the administration and maintenance of County traffic signals and illumination; and provide back-up coverage to other staff who co-ordinate and manage maintenance and other operations functions.
- Assist in the development of the County's paved shoulder program and conduct critical and constructive technical reviews of active transportation, including pedestrian facilities proposed by local municipalities, and municipal road design engineering submissions.
- Participate on internal and external teams and/or committees, as it relates to active transportation. Responsibilities will include being the departmental contact for the Lambton County Regional Trails / Active Transportation Committee.
- Respond to inquiries and resolve concerns from the public and stakeholders.
- Manage the County's Road Information Management Service (Municipal511, Permit Central, etc.) for all road communication and permitting needs.

Public Works Resources:

- Ensure that all safety procedures are followed in department activities ensuring compliance with County policy and procedures, departmental procedures, the Occupational Health & Safety Act, and applicable regulations.
- Prepare Consolidating By-Laws, Amending By-Laws, etc. in conjunction with the County Solicitor for traffic and development related items, including pipeline, encroachment & road use agreements.
- Review master plans and studies for capital projects and provide comments, background information, data and analysis.
- Identify and communicate with stakeholders concerning scope, budget and scheduling of work.
- Ontario OneCall and infrastructure locate program with Operations Department.
- Research project background information through available engineering drawings, reports, studies, and Public Works Operations staff feedback.
- Assist and support the development of County Public Works Policies and Procedures as it relates to the Departments level of service and service delivery.
- Provide technical input and/or required assistance, as requested.
- Respond to the project and site queries and ensure compliance with County and Provincial Standards as well as resolve problems that arise.
- Assist with reviews and updates to County Standards & Specification and develop a County Project Management Manual, as requested.
- Review and approve, including verification of fees and securities, for encroachment and pipeline agreements on behalf of the Department to ensure appropriate County standards are met; and coordinating and overseeing the acceptance and assumption of this works including preliminary and final acceptance of works letters/reports for final assumption for the approval.

Permit Review and Approval:

- Review and approve permit applications on behalf of the Department to ensure appropriate County standards are met and prepare reports, approvals and/or recommendations as required for the following:
 - Oversized loads and moving permits applications;
 - Municipal review forms for building permit applications;
 - Road Occupancy Permits and utility locations permitting (supporting the Construction Supervisor);
 - Driveway permitting and Widening applications;
 - Sign permitting applications;
 - Road Closure Applications and Agreements for construction and community events;
 - Other Applications as required by Policies of Council;
- Respond to ratepayer complaints so that corrective action is taken if warranted, and if not warranted, explain the County's position and relevant policy.
- Support of maintenance work being completed by outside contractors and act as a Department liaison for the County capital works projects (specific to development and

transportation) that are co-ordinated by the Department but are designed and project managed by outside consultants, may be required.

- Co-ordinating the preparation of Requests for Quotations, Requests for Tenders, Requests for Proposals and contracts for the procurement of goods and services, to be provided to the County by outside suppliers, service providers and contractors; assisting with the preparation of annual budgets for the operations and transportation functions of the Department, including construction estimates, equipment estimates, and other services, may be required.

General:

- Incumbents must keep up-to-date on all relevant legislation, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbent in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: None

Indirect Supervision: Contractors, Public Works Operational, Technical and Construction Staff, as required.

Functional Authority: Provides direction, consultative services, and advice to department staff (e.g. Foremen, Equipment Supervisor, Construction Technicians, Summer Students) and outside agencies (e.g. Contractors, Consultants) on matters pertaining to development and transportation (if applicable).

Credentials Required

Minimum Formal Education

- Post-secondary Degree/Diploma through a Civil Engineering degree or diploma program from a recognized University or Community College.
- Certification with either the Professional Engineers of Ontario (PEO) or the Ontario Association of Certified Engineering Technicians and Technologists (OACETT)

Experience

- A minimum of five (5) years' experience related to transportation and/or development consultant engineering services with experience in construction of municipal infrastructure. Experience in a municipal setting would be an asset.

- Demonstrated experience in development application reviews pertaining to residential, industrial, commercial, and institutional (ICI) development projects including understanding of traffic impact studies (TIS), engineering, inspection, securities and contract administration.
- Thorough knowledge of Civil Engineering practices pertaining to development engineering, design and construction, contract administration, development agreements and municipal procedures.
- Demonstrated experience in road safety initiatives and analysis, including network screening/safety performance functions.
- Working knowledge of Ontario Traffic Manuals, O.P.S.S. and O.P.S.D., Transportation Association of Canada (TAC) guidelines, Municipal Class Environmental Assessments (MCEA), Roadside Safety Manuals, Occupational Health and Safety Act, Ontario Municipal Act, Planning Act are all considered an asset.
- Demonstrated ability to use multiple office software products including Traffic Analysis Software, Microsoft Office, Autodesk Land Desktop/Civil 3D, and ESRI software.
- Possess excellent written communication skills; able to prepare clear, effective reports, letters and memoranda.
- Good organizational, interpersonal, collaborative, problem-solving, record-keeping and analytical skills.
- Courtesy and diplomacy in dealing with the public, other agencies, and other staff.
- Ability to work in a team environment and independently with limited supervision.
- Ability to conduct field work, site, and construction inspections.

A valid Ontario driver's licence and use of a vehicle.

Please visit our job board at www.lambtononline.ca/jobs and search for posting DEVL005025 to apply. Posting closes September 8, 2024 at 11:59 pm.