



THE REGIONAL MUNICIPALITY OF DURHAM

Works Department

Sign Shop Coordinator - Traffic **(Regular Full-Time)**

Job ID: 21004

Job Number:

CUPE Local 1785

Open: Mar 03, 2025 Close: Mar 16, 2025

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.

Sign Shop Coordinator - Traffic

Reporting to the Supervisor of Traffic Signs & Markings, this position will guide, direct, and coordinate all work associated with the design, manufacture, and supply of signs located at the Traffic Operations Centre in Whitby.

The incumbent will:

- Coordinate staff in design, sign manufacturing and installations
- Orient and train new staff on policies and procedures of the sign shop, including the safe operation of equipment
- Assists management in the determination of work order priority and the scheduling of appropriate staff to carry out the work, including making recommendations to enhance efficiencies
- Provide technical expertise and support to technical staff, field staff, consultants and contractors in a diverse traffic engineering, and project management environment
- Coordinate with internal and external customers to understand and fine tune sign requirements
- Participate on various project teams and liaise with Regional staff, area municipalities and other external agencies to sustain the operational integrity of the transportation network
- Respond to enquiries from the public and other agencies
- Coordinate, develop, maintain, and administer projects, research, detailed analysis and formulation of appropriate improvements, quality control and quality assurance
- Assist in the administration of tender documents and verification of contract deliverables including sign inspection, quality control of stock, and financial records
- Ensure sound engineering judgement, fiscal responsibility, adherence to standards and regulations
- Provide verbal and written responses including reports, stakeholders, other departmental divisions and external agencies
- Maintains daily sign manufacturing and installation work order records and provides technical approvals for all internal sign requests to ensure compliance with all standards and regulations
- Maintains material and finished product inventories
- Initiates all material requisitions and supply orders based on internal stock control procedures and limits
- Perform overtime work with an ability to respond quickly to afterhours emergency work
- Perform other related duties as assigned

The successful applicant will possess:

- A three-year post-secondary diploma in Civil Engineering Technology or a related discipline, or equivalent



combination of education and related experience in sign design and manufacturing with preference in Graphic Arts/Design experience

- Registration or be eligible for registration as a Certified Engineering Technologist with O.A.C.E.T.T.
- A minimum of 10-year sign manufacturing experience including signage knowledge from the Manual of Uniform Traffic Control Devices, Ontario Traffic Manual (OTM), Transportation Association of Canada (TAC)
- Successfully completed IMSA Signs & Markings Level I & II, and Work Zone Book 7 certifications
- Knowledge and understanding of the design requirements, consistency, quality assurance and value of design
- A valid Ontario Class 'G' and preferred 'DZ'
- Experience working in traffic operations sign shop environment
- Leadership, teamwork, conceptualizing, and problem-solving abilities
- The ability to maintain neat and accurate records
- The ability to communicate and interact effectively with the public and to work cooperatively with co-workers
- The capability of heavy lifting, bending, and twisting, and able to stand or sit for extended periods of time

Sign Shop Coordinator

- Start Rate: \$39.74 - Job Rate: \$40.44

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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