

City of Waterloo

One of the World's Top Intelligent Communities, Waterloo boasts a knowledge economy that is globally recognized and is home to major employers, global think-tanks, the country's leading finance and insurance companies, and world renowned post-secondary institutions. Waterloo's prosperity is at an all-time high and consistently outperforms provincial standards for wealth, educational attainment, and talent. From urban design and architecture awards to sustainability and economic development awards, Waterloo wins local, provincial and global acclaim as a premier destination for success.

Director, Transportation Services

Reporting to the Commissioner of Integrated Planning and Public Works, you will direct the administration of the Transportation Services Division with respect to year-round operations, staffing, employee development, technical standards, budgeting, communications, legal risk mitigation, long-range project/business planning, liaison work with industry and regulatory agencies; and, perform supporting corporate functions as assigned.

You are an accomplished and motivational leader and will apply these attributes as you manage the performance of the Transportation Services Division and strive to develop its technical and team skills. Your diverse responsibilities will also include directing the preparation and advancement of budgets, master plans, driving the achievement of strategic and business plan goals and objectives, and ensuring that operations and projects are carried out on time and on budget in accordance with established standards. Your technical experience will play an important role in leading all aspects of local municipal transportation operations, active transportation projects, and right-of-way management.

Accountabilities:

- To act as senior technical professional to guide and oversee a range of municipal transportation subject areas (e.g. winter control, traffic control, work permitting, boulevard landscape restoration, street lighting, roads/trails, laneways, sidewalks, fleet equipment, salt management, crossing guards).
- Lead and oversee year-round municipal right-of-way management.
- Guide the implementation of the City of Waterloo's 2011 Transportation Master Plan as updated in 2020.
- Manage controversial topics and situations that may arise from traffic studies, speed management policies, on-street parking, pavement defects and storm events.
- Responsible and accountable for the recruitment and performance management of Division members.
- Coach and advance the technical and team skills of the Transportation Services Division including unionized, non-union staff, and managers.
- Communicate effectively within the Division, with other City Departments, and externally with agencies and other interested and affected parties.
- Ensure that thoughtful and timely customer responses are provided by the Division and care is taken in handling complaints and inquiries.
- Direct the preparation and implementation of the Division's Capital Budget, Operating Budgets, Business Plan, and key initiatives and projects.
- Ensure that capital projects and right-of-way operations are carried out within budget and approved timelines.
- Conduct close coordination and liaison work with the Regional Municipality of Waterloo, Grand River Transit, Waterloo North Hydro, Various Utility Providers, Uptown BIA, the Waterloo Regional Police Service, Ontario Ministry of Transportation, Contractors, Suppliers, and others.

- Research, develop and implement best practices, standard services, policies and procedures, build effective relationships with community groups, external agencies and other local municipalities including the Cities of Kitchener, Cambridge, and the Townships of Woolwich and Wilmot.
- Review, interpret, and analyze the results of traffic studies including collision and speed data, turning movements, trip-destination analysis, pedestrian crossings, bike lanes, and other variables.
- Guide staff on the proper application of the MTO's Traffic Manual and Minimum Maintenance Standards set out by the Province of Ontario.
- Oversee emergency response relative to winter control operations.
- Prepare, review, edit and quality control staff reports, email and briefing notes to City Council.
- Participate actively as a member of the Integrated Planning and Public Works Management Team, and City's Operational Management Team.
- Apply best practices in municipal transportation, engineering, and construction.
- Attend and present at Council meetings and field inquiries from elected officials and members of the public.
- Manage staff performance and development of technical skills to optimize effectiveness.
- Represent the City to the public, media and external stakeholders during in-person meetings and virtual settings.
- Ensure that all applicable health and safety requirements of the Province of Ontario and City of Waterloo are implemented, monitored and maintained.

Job Requirements:

- University degree in Civil Engineering and designation as a licenced Professional Engineer (P.Eng.) in Ontario in good standing. Candidates possessing, or eligible for, a Limited Engineering Licence as per the requirements of the Professional Engineers of Ontario may be considered.
- A minimum eight (8) years of technical experience including a minimum of three to five (3-5) years of management experience in transportation operations and engineering in a municipal environment.
- Demonstrated working knowledge of the Highway Traffic Act, MTO Traffic Manual, O.Reg. 239/02 of the Municipal Act, TAC standards, AASHTO, and leading best practices in municipal roadway design and operation.
- Proven success in delivering results through developing and implementing effective strategies, policies, programs and systems for municipal transportation.
- Experience in preparation, implementation and monitoring of business plans with multi-million dollar capital and operating budgets.
- Positive track record of leadership and success in shaping an inclusive team culture through coaching, mentorship and individual performance management in both unionized and non-unionized settings.
- Commitment to outstanding customer service with the ability to lead, motivate, influence and work collaboratively and effectively with the public, internal customers, and other stakeholders.
- Demonstrated superior written, oral and presentation skills and with a variety of audiences including the general public, various interested and affected partners, and City Council.
- Superior problem solving and negotiation skills.
- Well-developed inter-personal and public relations skills.
- Excellent organizational skills and experience in coordinating and managing multiple activities and projects to successful conclusions.
- Strong computer skills and working knowledge of Microsoft Office (Word, Excel and PowerPoint).
- Valid MTO 'G' class driver's licence in good standing with access to reliable transportation for business use purposes is required to perform the job.
- A satisfactory police criminal records check, reference checks, and proof of education/certification requirements will be required as a condition of hire.
- Previous training in Diversity, Equity and Inclusion and Respectful Workplaces is considered an asset.

Application Process

Interested and qualified candidates are invited to submit their resume and cover letter in one document through the online application process. For more details and to apply on-line, please visit the employment page of our website at: www.waterloo.ca/careers

Be You @ Waterloo

At the City of Waterloo, we are committed to recruiting a diverse workforce that represents the community we so proudly serve. All interested and qualified candidates, including Indigenous persons, Black persons, non-Black racialized persons/persons of colour, women, persons with disabilities, 2SLGBTQ+ and those interested in joining our team are encouraged to apply.

Accommodation

The City of Waterloo is committed to creating and maintaining a workplace that is welcoming, inclusive, and barrier-free. Accommodations in accordance with the Human Rights Code and other applicable legislation are available throughout all stages of the recruitment process. For accommodation during the application process, applicants are requested to make their needs known via email at recruitment@waterloo.ca, quoting the position and competition number. Applicants advanced through to subsequent stages of the recruitment process will be provided with additional opportunities to make their needs known.

We've Got You Covered

The City of Waterloo strives to be an employer of choice for strong talent dedicated to serving our community, and offer the following:

- Flexible work schedules to support and nurture work-life balance;
- Competitive wages;
- A staff team dedicated to fostering and advancing action to support the organization's ongoing commitment to Indigenous Initiatives, Anti-Racism, Accessibility and Equity;
- Substantial internal and external training and development opportunities;
- Compassionate and caring organization that promotes and embraces a culture of health, safety and wellness;
- Strong commitment to providing and maintaining a psychologically safe workplace that is respectful, inclusive, and where all individuals are valued;
- Paid vacation days and the ability to bank overtime;
- Employee Purchase Programs (Corporate Cell Phone plans, Computer Purchase Plan, etc.);
- Dress-down Fridays, and optional Wednesdays in partnership with the United Way fundraising campaign;
- City of Waterloo Staff Recreation Pass;
- So much more!

Job Posting Deadline: June 27, 2022 at 4:00 pm