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<b>Job Title:</b>	Associate Director, Traffic Systems & Operations, and Associate Director, Transportation Operations		
<b>Job Opening Id:</b>	29544 & 29545	<b># Required:</b>	1
<b>Business Unit:</b>	Corporate Services	<b>Division:</b>	Transportation
<b>Location:</b>	Headquarters Campbell West	<b>Standard Hours:</b>	35.00 / week
<b>Full/Part Time:</b>	Full-Time	<b>Regular/Temporary:</b>	Regular
<b>Salary Grade:</b>	10	<b>Salary Range:</b>	\$117,270.00 - \$137,960.00
<b>Post Date:</b>	2021-09-17	<b>Close Date:</b>	2021-10-14

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Serving a diverse urban and rural population of more than 430,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

Please note that the Niagara Region requires that all newly hired employees are to be fully vaccinated against COVID-19 as a condition of being hired and provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by Niagara Region.

The Associate Director will be required to work in-person at the work site.

### Associate Director, Traffic Systems & Operations

#### Job Summary

Reporting to the Director Transportation Services, the Associate Director Traffic Systems & Operations is responsible for the overall management of the Traffic Systems and Operations section, including the development and implementation of policies related to road user safety, intelligent transportation systems and traffic operations (signals, signs & pavement markings), to ensure legislative compliance, effective and efficient operational performance, customer satisfaction and the safe movement of people and goods on the Regional Road network in Niagara.

#### Education

- Post-secondary degree in Civil or Electrical Engineering or a related discipline is required.
- An equivalent combination of education, experience and qualifications may be considered.

#### Knowledge

- 10 years of experience in municipal traffic systems and operations, traffic signal design, installation and maintenance and traffic signage and pavement marking, including at least 5 years at a management level.
- Licensed as a Professional Engineer (P. Eng) with the Professional Engineers of Ontario (PEO) or Licensed Engineering Technologist (L.E.T.) is preferred.

- International Municipal Signals Association (IMSA) Level II Certification in Signals, Signs, Marking and Roadway Lighting.
- Progressive experience in the application of engineering theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
- Demonstrated financial management knowledge and experience in developing, implementing and monitoring operational and capital budgets.
- Demonstrated experience (5-10 years) in preparing and issuing requests for proposals, quotations, prequalification and tenders for the procurement of supplies (including preparing specifications) and retention of consultant and contractor services.
- A demonstrated record of strong leadership and guidance, team advocacy, staff delegation, empowerment, staff development and results orientation.
- Knowledge and understanding of the Highway Traffic Act, Employment Standards Act, Occupation Health and Safety Act, the Ontario Traffic Manuals, Minimum Maintenance Standards, AODA and Environmental Assessment Act.
- Significant knowledge of traffic signal design, operations and maintenance.
- Comprehensive knowledge of project management methodology based on PMI (or equivalent) project management techniques.
- Knowledge of project development, scheduling, monitoring, and control systems.
- Project Management professional (PMP) designation is preferred.

### **Responsibilities**

Provides leadership and direction in the development and implementation of strategies, plans and policies related to traffic systems and operations, Road User Safety, Intelligent Transportation Systems, signs & pavement markings and communications centre operations, to ensure the safe movement of people and goods on the Regional Road network in Niagara. (40% of time)

- Develops, manages and administers traffic programs that are required for the safe and efficient movement of people and goods on Niagara's Regional Road system.
- Leads and direct the planning, design and implementation of Intelligent Transportation System (ITS) strategies and solutions for an efficient and a safe transportation network.
- Responds to requests for service and information from elected officials, the general public, news media, local municipalities and/or other agencies, etc.
- Leads the development proposals review affecting Regional transportation issues, advises staff in preparing comments on various technical reports prepared by consultants or agencies, etc., and directing the completion of proposed projects/studies in accordance with the terms of reference /budget estimates.
- Directs and manage staff in dealing with issues related to traffic engineering/operations, road user safety, daily operation of the traffic systems, and planning/design/implementation of traffic control devices.
- Evaluates changes in legislation and policies (federal, provincial and local) on traffic systems and operations and recommends strategies to meet the changing environment. Initiates an enhanced and proactive strategy towards transportation operations and safety.
- Appears as an expert witness as required at various hearings, tribunals, examination for discovery, or other legal proceedings related to claims of public liability, including personal injury and/or property damage.
- Researches, prepares and presents reports to Public Works Committee, its sub-committees and various external committees regarding traffic systems and operations issues.
- Provides advice and guidance regarding the design and construction of Regional roads from a road user safety and traffic systems and operations point of view.
- Regional lead for the coordination and development of Traffic Systems & Operations initiatives and guidelines in compliance with Accessibility for Ontarians with Disability Act (AODA) regulations and applicable legislation.

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (30% of time)

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.

- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

Develops and implements policies, quality standards & methods and procedures for traffic systems and operations. (10% of time)

- Ensures the traffic system network is maintained to meet all statutory and other legislative requirements.
- Formulates and recommends new policies and procedures or changes to existing policies or procedures related to traffic systems and operations.
- Keeps abreast of changes in the Highway Traffic Act, Occupational Health and Safety Act, and other regulations and legislation affecting the operation.
- Investigates new technologies to be piloted and adopted in Niagara region.

Develops, manages and administers annual and multi-year Capital and Operating budgets for the division, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10% of time)

- Authorizes, and administers the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.
- Optimize grant opportunities through all levels of government.

Enhance service effectiveness through superior public sector administration and accountability and as senior management team member. (10% of time)

- Directs and manages service delivery of major program initiatives within the Traffic Systems and Operations unit using best practices in service delivery and continuous improvement.
- Develops and leads special studies, projects and other policy reviews within Transportation Services and in cross-departmental teams; developing project specific strategies and methodologies (as required).
- Represents the Department in traffic operations/safety matters before the Ontario Municipal Board, Council, area municipalities and stakeholder groups.
- Develops and maintains relationships with staff across the corporation, all levels of government and other organizations to support core objectives of the corporate, department and divisions strategic business plans and understand customer/service delivery needs, improve systems and processes and ensure effective communication of information.
- Liaises with other government agencies, manufacturers and suppliers of operating and maintenance materials and services.

Perform other related duties and responsibilities as assigned or required.

### **Special Requirements**

- Must possess and maintain a valid and unrestricted specified license for the class of the vehicle operated (Class G).
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business purposes.
- After hours support during inclement weather is a requirement.
- May be required to support emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

## Associate Director, Transportation Operations

### Job Summary

Reporting to the Director Transportation Services, the Associate Director Transportation Operations is responsible for the overall management of the Transportation Operations unit, including the development and implementation of policies related to winter/summer road maintenance and forestry operations to ensure legislative compliance, effective and efficient operational performance and customer satisfaction.

### Education

- Post-secondary degree in Civil, Transportation or Structural Engineering or a related discipline is required.
- An equivalent combination of education, experience and qualifications may be considered.

### Knowledge

- 10 years of experience in the operation and maintenance of road and bridge systems, including at least 5 years at a management level.
- 5 years of experience in a public works/municipal road and forestry setting is required.
- Progressive experience in the application of engineering theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
- Demonstrated financial management knowledge and experience in developing, implementing and monitoring operational and capital budgets.
- Demonstrated experience (5-10 years) in preparing and issuing requests for proposals, quotations, prequalification and tenders for the procurement of supplies (including preparing specifications) and retention of consultant and contractor services.
- A demonstrated record of strong leadership and guidance, team advocacy, staff delegation, empowerment, staff development and results orientation.
- Licensed as a Professional Engineer (P. Eng) with the Professional Engineers of Ontario (PEO) or Licensed Engineering Technologist (L.E.T.) is preferred.
- Knowledge and understanding of the Highway Traffic Act, Employment Standards Act, Occupation Health and Safety Act, the Ontario Traffic Manuals, Minimum Maintenance Standards, AODA and Environmental Assessment Act.
- Significant knowledge of road, bridge and forestry operations and maintenance.
- Comprehensive knowledge of project management methodology based on PMI (or equivalent) project management techniques.
- Knowledge of project development, scheduling, monitoring, and control systems.
- Project Management professional (PMP) designation is preferred.

### Responsibilities

*Provides leadership and direction in the development and implementation of operations and maintenance connected with rights-of-way, including roads, bridges, culverts, safety barriers, drainage systems, forestry and vegetation management, for the Region of Niagara. (40% of time)*

- Develops, manages and administers road operation and maintenance programs that are required for the safe and efficient movement of people and goods on Niagara's Regional road system.
- Leads and directs the planning, design and implementation of road operation and maintenance strategies and solutions for an efficient and a safe transportation network.
- Inspects the Regional road system to ensure that operational and maintenance standards are being met, identifying deficiencies in the Regional road system for capital budget consideration.
- Researches prepares and presents reports to Public Works Committee, its sub-committees and various external committees regarding transportation operations issues.
- Directs and controls winter maintenance activities, particularly during blizzard conditions.
- Manages contracts to ensure operations are in accordance with the terms and conditions of all applicable agreements and regulations; monitors and evaluates performance of contractors, consultants and suppliers. Negotiates changes in contractual agreements with service providers.
- Provides input into the design, construction and final inspection of new and upgraded regional roads, bridges and other facilities from an operations point of view.
- Provides input at the design stage for construction projects and proposals to be constructed and led by local area municipalities, utility agencies and private developers.
- Ensures construction is in accordance with operational requirements and specifications for annual roads maintenance contracts as part of the tender process, also providing recommendations on tender awards.
- Provides advice and guidance regarding the design and construction of Regional roads and bridges from a road operations and maintenance point of view; in support of the Engineering Team.
- Responds to requests with a high level of service and information to elected officials, the general public, news media, local municipalities and/or other agencies, etc.

- Evaluates changes in legislation and policies (federal, provincial and local) on road, bridge and forestry operations and maintenance and recommends strategies to meet the changing environment. Initiates an enhanced and proactive strategy towards road bridge and forestry operations and maintenance.
- Appears as an expert witness as required at various hearings, tribunals, examination for discovery, or other legal proceedings related to claims of public liability, including personal injury and/or property damage.
- Prepares contingency plans and directs remedial measures to be undertaken in response to emergency situations.

*Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results. (30% of time)*

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensures alignment and coordination of activity and quality of output between teams under their direction.
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department.
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures.

*Develops and implements policies, quality standards & methods and procedures for transportation operations. (10% of time)*

- Ensures the road network is maintained to meet all statutory and other legislative requirements.
- Formulates and recommends new policies and procedures or changes to existing policies or procedures related to Transportation operations.
- Keeps abreast of changes in the Highway Traffic Act, Occupational Health and Safety Act, etc., and other regulations and legislation affecting the operation.

*Develops, manages and administers annual and multi-year Capital and Operating budgets for the division or operating unit, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies. (10% of time)*

- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures.
- Optimize grant opportunities through all levels of government.

*Enhance service effectiveness through superior public sector administration and accountability and as senior management team member. (10% of time)*

- Directs and manages service delivery of major program initiatives within the Transportation Operations unit, using best practices in service delivery and continuous improvement.
- Develops and leads special studies, projects and other policy reviews within Transportation Services and in cross-departmental teams; developing project specific strategies and methodologies (as required).
- Represents the Department in transportation operations matters before the Ontario Municipal Board, Council, area municipalities and stakeholder groups.
- Develops and maintains relationships with staff across the corporation, all levels of government and other organizations to support core objectives of the corporate, department and divisions strategic business plans and understand customer/service delivery needs, improve systems and processes and ensure effective communication of information.
- Liaises with other government agencies, manufacturers and suppliers of operating and maintenance materials and services.
- Attends, and chairs as necessary, technical and management committees as a representative of the Division, Department or Region.

*Perform other related duties and responsibilities as assigned or required.*

### Special Requirements

- Must possess and maintain a valid and unrestricted specified license for the class of the vehicle operated.
- Must maintain ability to travel in a timely manner to other offices, work locations or sites as authorized by the Corporation for business purposes.
- After hours support during winter/summer storms is a requirement.
- May be required to support emergency operations under the incident management structure, at the direction of the Emergency Operations Centre Director.

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

To view the full job descriptions and requirements, visit our Careers page - **Job Opening #29544 & #29545**

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges.....today!

Let us know why you would be an excellent team member by submitting your online application no later than **October 14<sup>th</sup>, 2021** before midnight by visiting our 'Careers' page at [www.niagararegion.ca](http://www.niagararegion.ca) . We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.