

Job Title: Transportation Infrastructure Coordinator, MiWay (Facilities)

Req ID: 23314

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 04/28/2023

Job Summary

Reporting to the Supervisor, Transit Infrastructure Management, this position is responsible for the management of the Mississauga Transitway, transit stations/terminals, garages and administration facilities to maintain day-to-day operational functions and to manage assets throughout the life cycle process.

Duties and Responsibilities

- Plans and oversees Mississauga Transitway renovation, rehabilitation and expansion projects as related to life cycle and asset management priorities (e.g., road rehabilitation, structural rehabilitation, wayfinding, etc.)
- Provides technical expertise and input to Transitway facility new builds
- Develops and implements maintenance practices and service standards for the Transitway, City-owned terminals/stations and transit facilities
- Creates and updates MiWay's 10-year capital on-street capital and operating program while managing annual budgets as related to growth requirements, asset deficiencies and life cycle requirements
- Coordinates with internal City staff and external stakeholders to ensure permit applications related to Transitway construction and access are in compliance with existing agreements or to develop new agreements, as required
- Undertakes research on new and current technologies, methods and approaches towards the management of all Transitway assets, provide recommendations and initiate changes following approval
- Maintains MiWay's infrastructure management plan for the Transitway and implement processes as per MiWay's Asset Management Program to ensure optimization of MiWay's assets
- Assists in the development, review and implementation of construction management plans/detours
- Coordinates construction/maintenance facility projects with internal departments, contractors, supervisors, inspectors, as required
- Reviews detail design drawings to protect for transit facility requirements
- Provides technical guidance and training to co-op students, provide quality assurance/quality control for field monitoring and site evaluation activities and assist with performance evaluation and hiring
- Responds to complaints and inquiries related to on-street transit infrastructure
- Proactively attends to all health and safety issues
- Liaises with internal City staff to ensure collaborative and effective use of City resources
- Responds to transit infrastructure related incidents, which may occur outside of regular operating hours
- Other duties as assigned

Skills and Qualifications

- Post-secondary graduate from a recognized university with a degree in Civil Engineering, Transportation Engineering, or related engineering program and a registered P. Eng. designation in good standing with the PEO (or eligibility), or
- Post-secondary graduate from a Civil Engineering, Transportation Engineering Technology or related Applied Science Technology program with a C.E.T. designation in good standing with OACETT (or eligibility);
- 5-8 years of progressive municipal transit infrastructure planning, design and construction experience;
- Municipal transportation/transit asset management experience related to the implementation of asset management programs, including inventory maintenance, condition assessments and multi-year capital program development;
- Ability to effectively coordinate, direct or supervise transit facility infrastructure projects;
- Strong computer skills/aptitude in Office software (e.g., Excel, Word, Powerpoint), Microstation (or AutoCAD), database management and transit specific applications (e.g., Hastus, iBus, Trapeze) would be beneficial;
- Excellent verbal communication and interpersonal skills to effectively handle residents, contractors, developers, utility companies, external agencies and other stakeholders;

- Demonstration of tact and diplomacy with the public and elected officials;
- Effective decision making and problem solving skills with the ability to determine an effective course of action that drives progression;
- Strong organizational skills with the ability to manage multiple competing tasks;
- A proven ability to lead meetings and discussions, prepare presentations, and represent the section, division or department at public meetings;
- Excellent analytical and decision making skills matched by strong attention to detail;
- Potential for field work and exposure to the elements;
- Ability to work flexible hours as required; and
- A current valid Class G driver's licence, possession of a clean driving record and have the ability to travel between various City sites.

Hourly Rate/Salary: \$ 85,155.00 - \$ 113,541.00

Grade: F

Hours of Work: 35

Work Location: Semenyk Court

Organization Unit: T&W/MT Transit Infrastructure Management

Department/Division/Section: T&W/Transportation&Works Dept , T&W/Mississauga Transit , MT Business Development

Non-Union/Union: Non Union

Applicants applying to this posting may be considered for the same position(s) should another vacancy occur within six months from the date of this posting, unless the requirement to repost is expressed differently in a Collective Agreement.

If you are selected for an interview and your proposed transfer or promotion results in a real or perceived conflict of interest in relation to the Employment of Relatives Corporate Policy and Procedure, you must notify the Human Resources Representative as soon as possible.

If you are selected for an interview you are expected to disclose all current positions held in the City, whether full time or part time.

We are an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.