

# Job Title: Transportation Infrastructure Coordinator, MiWay (On-Street)

Req ID: 23301

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 planning, design, implementation and management of on-street transit infrastructure for the entire life cycle process. This role will also identify and review new transit infrastructure opportunities/improvements.

## Duties and Responsibilities

- Manages MiWay on-street transit infrastructure rehabilitation and expansion projects with internal and external stakeholders
- Provides technical expertise and oversees the design and construction of new on-street transit infrastructure projects (e.g., on-street bus bays, queue jump lanes, enhanced shelters)
- Develops and implements maintenance practices and design standards for on-street transit infrastructure as per MiWay Infrastructure Growth Plan (MIGP) recommendations
- Creates and updates MiWay's 10-year capital on-street capital program while managing annual budgets as related to growth requirements, asset deficiencies and life cycle requirements as per the MIGP and MiWay's Asset Management Program
- Coordinates with internal City staff and external stakeholders to ensure permit applications for construction projects, as related to on-street transit infrastructure, are in compliance with existing agreements or develops new agreements
- Undertakes research on new and current technologies, methods and approaches to better meet customer service levels for on-street transit infrastructure, provides recommendations and implements approved changes
- Implements MiWay's infrastructure asset management plan for on-street transit infrastructure to ensure optimization of assets
- Assists in the development, review and implementation of construction management plans/detours
- Coordinates construction of on-street transit infrastructure projects with internal departments, contractors, supervisors, inspectors, as required
- 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
- Liaise with internal City staff to ensure collaborative and effective use of City resources
- Respond 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 on-street transit 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.