



Transportation Engineer in Training (EIT)

Fort Erie is the fastest growing community in the Niagara Region of Ontario, located directly across the river from Buffalo, New York. Proud of our rich cultural heritage, beautiful waterfront and passionate residents, Fort Erie has become a highly sought community for business, families and retirees alike, resulting in unprecedented growth.

We're recruiting energetic people who share our values of teamwork, respect, honesty and commitment. You'll be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile. Our mission is to lead and serve Fort Erie by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth.

This is a wonderful opportunity to work under the direction of a Professional Engineer and be responsible for conducting traffic counts, analyzing data, compiling statistics, maintaining transportation databases, administering streetlight requests and assisting with traffic plans and reports. Perform field inspections, monitoring traffic engineering and transportation related projects and programs, ensuring proper installation of signs. Undertakes communication projects to enhance the educational aspects of traffic and pedestrian safety.

You will have a University Degree in Civil Engineering or related discipline and eligible for certification by Professional Engineers Ontario (PEO) within four (4) years.

Compensation for this non-union position includes an annual salary of **\$74,309 - \$89,154** (2023 rate) and a comprehensive health and wellness benefits package.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Fort Erie...a welcoming, prosperous connected community of choice

The deadline for receiving applications is **12:00 Noon on Monday, January 2, 2023**. [Click here to apply.](#)

We will contact candidates selected for an interview. The evaluation process may include a practical assessment, background and criminal record check. Personal information is collected under the Municipal Act, 2001 to determine employment suitability. The Town of Fort Erie is an equal opportunity employer. Accommodation is available to candidates upon request.

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Department: Infrastructure Services

Division: Engineering Division

Reports to: Manager, Engineering Division

Position Objective

Under the direction of the Municipal Engineer, Infrastructure Renewal, the Transportation Engineer In Training is responsible for conducting traffic counts, analyzing data, compiling statistics, maintaining transportation databases, administering streetlight requests and assisting with traffic plans and reports. Performs field inspections, monitoring traffic engineering and transportation related projects and programs, ensuring proper installation of signs. Undertakes communication projects to enhance the educational aspects of traffic and pedestrian safety. Responds to public inquiries on traffic related aspects.

Duties & Responsibilities

1. Undertakes vehicular and pedestrian studies; oversees traffic study contractors; compiles information and provides draft reports and recommendations based on field evaluations and observations
2. Undertakes communication projects to enhance the educational aspects of traffic and pedestrian safety including web-based information, assisting with social media development, and preparation of presentation material.
3. Responsible for the Traffic Calming Policy Program and Rural Road Speed Limit Study recommendations to ensure traffic calming and traffic safety programs, including pilot programs, are implemented and operate efficiently.
4. Ensures Town standards, policies and procedures are adhered to in the field,
5. Support by providing technical assistance to the Traffic Coordinating Committee
6. Undertakes reviews of traffic engineering plans provided by contractors/ consulting engineers to ensure field operations are efficient and in compliance with the plans. Monitors contract schedules and reviews invoices/payment certificates for traffic control device installations.
7. Gathers, analyses and summarizes speed and traffic volume data including gathering collision information from confidential police reports and prints out reports, charts/graphs and presentation material. Makes recommendations on improving traffic safety.
8. Ensures traffic and collision data are imported into the current transportation software. Maintains the software and database including identifying software errors, inconsistencies, and data issues to ensure a high degree of information accuracy. Liaises directly with contractor and suppliers to remedy issues and obtain necessary improvement information.
9. Responds to or refers inquiries to Municipal Engineer, Infrastructure Renewal from general public, other departments, community groups, and community stakeholders relating to transportation and traffic matters
10. Respond to public demands for items such as stop signs, street lights, speed humps, crossing guards, etc. Deal with demanding and/or irate residents.

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11. Reviews activity level at potential school crossing locations and based on warrants and field observations makes recommendations on placement of crossing guards.
12. Undertakes sign inventory on a street-by-street basis to ensure all signage complies with Town By-Laws and government policies, including annual review of reflectivity and ensure information is uploaded to Asset Management Data Base
13. Responsible for preparing reports and memorandum on data analysis, program efficiency, or related works performed.
14. Stay current with legislative and regulatory changes, recommend and/or take appropriate action in response; ensure knowledge of relevant legislation, regulations, practices remain current.
15. Ensure adherence to Occupational Health and Safety Act, The Corporation's Health and Safety Policy and all other relevant legislation.
16. Performs other duties as assigned that are directly related to the major responsibilities of the job
17. Coordinate and administer the Town's Streetlight Maintenance Contract and inventory
18. Review and respond to requests for Municipal Property Occupancy Permits
19. Develop and coordinate the Town's Annual Traffic Count Program
20. Review and comment on Town Traffic and Transportation studies and developer traffic impact studies
21. May assist the Municipal Engineer in the writing of request for proposals, data collections, analysis and report review for other municipal engineering studies such as master plans, development charges and infrastructure need studies

Education & Experience

- University Degree in Civil Engineering
- Engineer in Training (EIT) designation and related experience in municipal transportation. Eligibility for certification by Professional Engineers Ontario (PEO) within four (4) years.
- Valid drivers' license with driving record acceptable to The Corporation.
- Experience in dealing with the public is preferred

Knowledge

- General knowledge gained through courses of study in road and intersection geometrics, construction administration, inspections, design, etc.
- Ability to interpret construction contracts and engineering drawings.
- Solid working knowledge of Microsoft Office and basic knowledge of computer software and techniques applicable to the areas of GIS, transportation engineering/planning or project coordination and administration
- Technical knowledge of communication and presentation software programs including Adobe, AutoCAD, web-design and social media packages
- General knowledge of municipal standards and specifications.
- Technical knowledge of parking and traffic engineering and analytical methodologies.
- General knowledge of traffic signal design and operations.

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- Technical knowledge of applicable legislation such as: The Highway Traffic Act, and the Occupational Health and Safety Act, Manual of Uniform Traffic Control Devices and Ontario Traffic Manual Books
- General knowledge of customer service
- Good collaboration, organizational, problem solving and record-keeping skills.

Skills & Ability

- Analyze traffic data and make recommendations to the Municipal Engineer, Infrastructure Renewal on traffic and parking related issues such as: review parking sign placement close to intersections and placement of same considering driveways and other factors.
- Evaluate each traffic concern on complexity and determine whether to undertake the project or refer it to the Municipal Engineer.
- Review speeding complaints and recommend appropriate locations to conduct studies.
- Download data from speed boards and based on data provide recommendations to Municipal Engineer on any mitigation measures to be implemented.
- Determine the need to involve other departments and staff members on traffic related issues (i.e.: Building/By-Laws, Planning, Roads and Fleet, Communications).
- Identify problem areas from collision data and determine methods to address the problem areas.
- Excellent interpersonal skills and ability to express ideas, orally and in writing
- Ability to work independently and in a team setting
- Analytical skills, self-starter, ability to work with a minimum of supervision
- Ability to operate general office equipment, including computers, scales, etc. and record maintenance.

Supervision

- Provides direction to contractors and consultants to ensure completion of projects relating to transportation-related contracts
- Ensures all aspect of field work including Town staff, contractors and consultants comply with the Occupational Health and Safety Act, Ontario Traffic Manual Book 7, and relevant Town policies (i.e. temporary traffic control measures)
- May provide direction to departmental summer students

Working Conditions

- When conducting inspections (Traffic Study Monitoring) and placement of radar trailer may be exposed to dust, dirt, heat, cold, rain, and high volumes of traffic.
- When on site conducting counts, such as is required for school crossings, is exposed to all kinds of weather and must be sensitive to public perception.
- Standard open office environment when working indoors.

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Work Demands

- Occasionally, sitting for up to 3 hours, when doing in-the-office type of duties, such as downloading data, reviewing statistics, checking weather conditions before a decision to place speed boards; walking/standing during contract supervision/inspection.
- Frequently driving to and from traffic related observation and monitoring sites for up to 3 hours, during site reviews, contract inspection and while carrying out traffic related work, such as gathering traffic data.
- On a daily basis, be able to lift or maneuver heavy equipment (max. 50 pounds with assistance) on uneven ground and slopes.
- Observe vehicular and pedestrian traffic patterns for 1-3 hours.
- Occasional early morning and evening hours for field studies, site visits and public meetings
- Focus and safety are required during the placement of speed radar boards in high traffic areas, weather permitting. When speed boards are operational, requires 2-4 hours to place, check and retrieve.
- Prepare memorandums and recommendations about 1 hour per day based on field data gathered.
- Be able to prioritize and re-prioritize work load to meet changing demands.
- Occasionally analyzing and summarizing speed and traffic volume data
- Frequent mental and visual alertness
- Vehicle operation and occasional walking
- Available to work a flexible work week which may include scheduled and unscheduled overtime as required
- Must multi task daily to ensure accommodates numerous interruptions due to public enquiries.
- Must prepare statistical information or draft reports in line with deadlines associated with Council needs, timeframes, etc.
- Must maintain a high level of safety awareness when performing duties outside of the office environment

Position History

This is a new position approved in 2022. Job description was reviewed for AODA compliance.

Chief Administrative Officer

Date