

The Corporation of the District of Oak Bay

Job Description



Job Title:	SENIOR ACTIVE TRANSPORTATION PLANNER	JEPE Number:	1130B
Department:	Engineering and Public Works	Pay Grade:	
Area:	Engineering	Position Status:	Regular – Full Time
Location:	Municipal Hall	Position Type:	Union
Supervisor:	Manager of Engineering, Capital Projects	Last Updated:	April 2024

Job Purpose:

Reporting to the Manager of Engineering, Capital Projects, the Senior Active Transportation Planner is responsible for providing professional planning support for transportation policy, infrastructure development and contributing senior planning expertise to various division initiatives and programs. This role also provides project management for active transportation projects in support of the District’s Active Transportation Plan.

Duties and Responsibilities:

- Coordinate transportation planning processes and develop strategic documents for the District’s Active Transportation program.
- Administer and coordinate projects and programs with all layers of government and community partners through communication, planning, design, and construction phases; prepare funding and budget proposals; oversee consultant selection processes.
- Monitor effectiveness of transportation policies, programs, and services.
- Determine approach, coordinate, and implement public engagement processes including facilitating group discussions and decision making at technical workshops and liaising with other levels of government, external agencies, and other departments on assigned transportation planning matters.
- Prepare, coordinate, and represent the District at District-hosted and citizen-led public events, and at community and advisory committee meetings.
- Facilitate engagement, collaboration and cooperation between internal and external teams and stakeholders in project planning, design, and construction; maintain project scope, cost and quality, and report regularly on project status, risks, and mitigation options.
- Compile best practices and resource materials, provide advice and recommendations on policies/initiatives/programs to meet District objectives and policies.
- Support urban design, local area, and official community plan development.
- Maintain regular liaison with contractors, suppliers, and government agencies.
- Coordinate, assign and review the work of consultants and associated deliverables as required in a project management capacity.
- Respond to technical inquiries from other departments and the public by providing information and advice on transportation policy initiatives and infrastructure projects.
- Provide advice and recommendations through written reports and presentations to the District’s Senior Leadership Team, Council and committee on transportation policies, regulations, infrastructure, programs, and initiatives.
- Perform other related duties as required.

Required Knowledge, Abilities & Skills:

- Organize and prioritize work.
- Understand and apply the principles of active transportation planning and engineering.
- Thorough knowledge of traffic engineering and municipal infrastructure design and construction principles and methods.
- Ability to facilitate public consultation meetings and workshops.
- Proficiency with modeling, design, drafting, GIS, and other specialized software used in Active Transportation design, reporting, monitoring, forecasting and long-term planning.
- Proficiency with standard office applications such as MS Office Suite and related specialty software.
- Proficiency in accurately estimating for the development of capital project budgets.
- Undertake project and budget management.
- Strength in applying mathematical, engineering and analytical principles to complex engineering and technical problems.
- Strong aptitude for learning and implementing new technology and standards in the Active Transportation field.
- Ability to prepare clear written reports with recommendations supported by objective analysis.
- Ability to provide technical direction to subordinate staff.
- Thorough working knowledge of municipal bylaws and regulations relating to transportation issues, including relevant Provincial legislation.
- Ability to deal with contractors, property owners, municipal employees, and others with professionalism, courtesy, tact, while maintaining independence and objectivity in the application of regulations.
- Ability to work cooperatively and productively with municipal employees inside and outside the Engineering & Public Works Department.

Qualifications:

- University undergraduate degree in Engineering, Transportation Planning, or a related field.
- 5 years of active transportation experience including public engagement, or an equivalent combination of education and experience.
- Equivalencies will be considered for additional post-graduate education.

Required Licenses, Certifications and Registrations

- Certification as an Engineer, Applied Science Technologist, Engineer-in-Training, Candidate member of PIBC, or similar in British Columbia.
- Possession of a valid and subsisting BC Class 5 driver's license and a personal vehicle that is suitable for use as and when required.
- Completion of the Master Municipal Contract Documents Administrator's Course would be considered an asset.