

**EXTERNAL JOB OPPORTUNITY**

<b>POSITION:</b>	<b>ACTIVE TRANSPORTATION COORDINATOR</b>	<b>JOB POSTING #:</b>	<b>2020-0306-F</b>
<b>POSTING PERIOD:</b>	<b>Monday, January 18, 2021 at 8:30 AM to Friday, January 29, 2021 at 4:30 PM</b>		
<b>DEPARTMENT:</b>	Transportation Planning	<b>UNION:</b>	Non-Union
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	NU0626
<b>POSITION STATUS:</b>	Regular Full-Time	<b>GRADE/CLASS:</b>	NU11
<b># OF POSITIONS:</b>	1	<b>RATE OF PAY:</b>	\$78,761.17 - \$95,735.30 per year
<b>POSITION #:</b>	00005716	<b>SHIFT WORK REQ'D:</b>	No

**DUTIES:**

Reporting to the Transportation Planning Senior Engineer, this position will be responsible for the implementation of the City's Active Transportation Master Plan, including the financial resources dedicated to project development, and the direction of Master Plan staff. Responsible for the coordination and execution of active transportation planning, marketing, and education, including incorporating other municipal departments, agencies and organizations in the implementation of the Master Plan. Will develop and maintain an expertise in active transportation, planning and communications including regular training in active transportation policy, design and best practices. Develop reports and guidelines consistent with the Active Transportation Master Plan and other applicable City policies and bylaws. Will plan projects and programs to support the goals and objectives presented in the Active Transportation Master Plan, including actively engage, encourage and educate the public in the fundamentals of active transportation; engage in community involvement and awareness and encourage community participation in reshaping the future and embracing Active Transportation in their daily lives. Communicate with stakeholders on active transportation infrastructure, policy, and program development, including the general public, members of City Council, administration and public interest committees; will be the face of the Active Transportation Master Plan and will be required to attend, represent and provide information on the Master Planning initiatives. Will initiate and oversee an active transportation data collection system; will collect and analyze data to be considered for project prioritization. Prioritizing the development of this infrastructure will require extensive work with other City Departments to work concurrently on development of multi-million dollar infrastructure components as efficiently and economically as possible, while addressing the needs and wants of the public. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a University Degree in Civil Engineering, Urban Planning, or Ontario Ministry of Education equivalency and a minimum of four (4) years of experience in a project management role;
- Must be registered as a Professional Engineer or a Professional Planner.
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment.
- Must present clear, concise, and accurate verbal and written reports.
- Must have proven technical, communication and interpersonal skills.
- Must be familiar with all relevant legislation and codes.
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Given that this job is a new position a Physical Demands analysis will be completed with the incumbent after approximately six months of occupying the position.

**CONTINUED...**

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**HOW TO APPLY:**

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact [recruitment@citywindsor.ca](mailto:recruitment@citywindsor.ca) or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
- To apply for this position, click [APPLY NOW](#)

**NOTE:**

- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor 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 the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**