

## Job Information

Job title	<b>Senior Transportation Planner</b>	Job Code: SRTPLN	Pay Grade: V
Title of immediate supervisor	Senior Manager of Transportation and Development Services		
Department/Division	Engineering / Transportation and Development Services		
Prepared by	T. McKay		
Date Created	April 23, 2021	Revised date	

## Job Purpose

The Senior Transportation Planner works as part of a team of professionals within the Transportation and Development Services Division of the Engineering Department. This strategic role is accountable for working across the organization on the development of medium and long range land use plans and multi-modal transportation infrastructure plans. Liaising with external agencies for the planning and review of major capital projects and assisting with the implementation of the actions identified in the Active Transportation Plan. This position provides in-house technical expertise at a professional level, while providing customer focused service.

## Duties and Responsibilities

- Leads the development of transportation components of new and updated land use plans and transportation policy planning by researching, collecting data, providing analysis and recommendations.
- Engages the public by participating, conducting, and leading public meetings, focus group sessions, and public outreach special events.
- Responds to public enquiries and complaints through written correspondence, phone conversations and in-person meetings.
- Researches, analyses and produces studies, reports and recommendations related to a variety of complex, multi-faceted policy issues and development applications.
- Makes independent decisions and exercises an independence of thought in addressing complex and challenging issues.
- Works collaboratively and liaises with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers and the community to achieve planning and departmental objectives.
- Manages projects from initiation to completion, developing associated work plans and community engagement processes, managing project teams and adhering to timelines and budgets.
- Works to establish and confirm funding trends, requirements, and methods for long term sustainable transportation funding.
- Reviews, and recommends changes to District Engineering standards, policies, and infrastructure objectives.
- Prepares project information for social media and the website to inform the public about the upcoming projects.
- Participates and acts as a representative of the District as part of various senior level government task forces, committees and workshops.
- Represents the Engineering Department and the District at advisory committees, community planning meetings and events. May present to Council.
- Researches and maintains up to date knowledge of emerging transportation planning issues trends and developments
- Supervises and directs staff assigned in the planning, assignment and review of work; and performance coaching and counselling. Maintains performance standards and takes positive action to resolve issues.

- Performs other related duties as required.

### **Qualifications**

- A Master's Degree in Planning or a related discipline
- Six year's progressive experience in the field of transportation planning or related profession, preferably in a municipal environment.
- Membership in the Canadian Institute of Planners.
- An equivalent combination of education and experience may be considered.

### **Physical Requirements**

No physical activity required.

### **Working Conditions**

Works in an office environment.