

MANAGER OF TRANSPORTATION
Engineering Department

DEFINITION

Under the general direction of the Director of Engineering Services, the Section Manager plans, organizes, implements and controls the work of the Division in a manner and form which is in accordance with the Department's Vision Statement and Objectives. Considerable independence of judgement and action is exercised in the operation of the Division.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Administer the day to day affairs of the Section making a wide latitude of technical and administrative decisions within the confines of general direction from the Director, department, corporate and Council policies.
- Plan, organize, implement and direct the work of the Section.
- Prepare reports to Council and provide technical advice to them.
- Be responsive to the needs, enquiries and complaints of the public and staff.
- Work collaboratively with other divisions, municipal departments, municipalities, agencies, federal and provincial departments, consultants, contractors and developers for the good of the municipality.
- Develop and control the Section's annual budget working closely with other managers to coordinate capital work.
- Work collaboratively with the Director and other Section Managers to address departmental personnel issues, budgets, technical issues and long range planning.
- Setting broad direction with respect to the provision of transportation infrastructure within the Municipality.
- Liaison with other local municipalities and the CRD.
- Review and approval of all transportation related capital works.
- Preparing and presenting reports to municipal Council.
- Representing the Engineering Department on various Municipal and inter-municipal advisory committees and boards.

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Professional knowledge and experience in the principles, methods and procedures applicable to the engineering operations under his direction.
- Thorough working knowledge of Transportation design, Transportation Planning and Project Management.
- Thorough working knowledge of long range Infrastructure Planning.
- Thorough working knowledge of long range Capital Planning.
- Extensive knowledge and familiarity with current concepts in the transportation field including, traffic calming, transportation demand management, road safety audits.
- Ability to effectively plan, coordinate and supervise, directly or through delegation,

- the work of the various units under direction.
- Ability to communicate effectively in writing.
 - Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements)
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.
 - Customer Focus - provides excellent service to both internal and external customers.
 - Demonstrates Saanich Leadership Competencies as they relate to this position (see all behaviour statements)
 - Strategic Agility – Anticipates future needs, opportunities and consequences. Uses a proactive approach to take action and achieve desired outcomes. (level 1)
 - Innovation – Strives for innovation in the workplace. Champions new ideas and creative solutions. (level 2)
 - Change Management – Actively promotes appropriate change as a necessary business function. Leads people through transition and change. (level 1)
 - Collaboration – Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals. (level 1)
 - Supporting Employees – Empowers employees to contribute to organizational success. (level 1)
 - Personal Insight & Impact – Shows awareness of self and impact on others. Works to improve own personal performance.

REQUIREMENTS:

- Undergraduate Degree in Civil Engineering or equivalent supplemented by additional training/education in transportation modeling and analysis.
- Eligible for Registration as a Professional Engineer in the Province of British Columbia with related experience in transportation design and transportation planning.
- Minimum ten years progressive, directly related Engineering experience, preferably in a local government environment.
- Possession of a valid Class 5 driver's license and a personal vehicle, that meets the requirements described in the Transportation policy, available for use as and when required.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Department in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.

- Maintain the performance levels set by the Department in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with the supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.