

# Career Opportunity



**Position: Transportation Planner (Permanent)**

**Closing Date: April 10, 2017**

**About Us** At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

**Title** Transportation Planner (Permanent)

**Pay Class** Salary

**Days of Work** Monday to Friday

**Hours of Work** 8:30 a.m. - 4:30 p.m. (Winter)  
8:00 a.m. - 4:00 p.m. (Summer)

**Position Overview** The Transportation Planner performs highly skilled transit operation and additional transportation planning work of a complex nature under the limited supervision of the Traffic and Transportation Engineer. Work involves overseeing transit planning and operations, transportation-related sustainability initiatives, and short- and long-range planning. This key position manages programs and projects relating to the City's transit system and infrastructure, including implementing the transit plans. The Transportation Planner is responsible for overseeing and coordinating marketing programs, transit product distribution, transit infrastructure maintenance and design, and transit disruptions. Work also involves the planning and operation of the public and custom transit systems, including liaising with BC Transit and the Transit Operating Company to ensure departmental and City transit objectives are communicated to and followed by these agencies. The incumbent supervises the work of the Transportation Coordinator and provides direction and guidance to technical and professional staff and consultants with regard to transit and transportation planning.

The job involves inside and occasional outside work, good working conditions, with frequent pressures of volumes of work and tight deadlines as a recognized part of the job. The incumbent must exercise considerable courtesy, tact, diplomacy, and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized, and sensitive nature.

**Responsibilities** 1. Administers contracts relating to transit.

2. Liaises effectively with special interest groups including the business community, neighbourhood associations, parent advisory committees, consultants, and other groups or individuals.

3. Liaises closely with other City divisions/departments and external agencies, including ICBC, BC Transit, School District No. 73, Thompson Rivers University, and the RCMP on transportation issues, and acts as a consultant from time to time.

4. Supervises the Transportation Coordinator.
5. Drafts reports on transportation planning and transit matters to the Chief Administrative Officer for City Council.
6. Ensures that the community's interests, as they relate to transportation mobility and safety issues, are articulated and addressed through formal planning processes, such as updates to the Transportation Master Plan, the Transit Future Plan, the Bicycle Master Plan, and the Pedestrian Master Plan.
7. Provides direction to internal staff, consultants, and external transit partners.
8. Assists and provides guidance to front counter staff in relation to bus pass sales and the Taxi Saver Voucher Program.
9. Establishes the necessary vehicles for public participation and fosters public input into the transportation planning function.
10. Maintains membership and contact with the appropriate professional organization.
11. Provides direction, guidance, and professional transportation planning advice to the internal Planning and Development Division, developers, and the general public to ensure that development proposals are properly planned and designed to ensure that the traffic safety and mobility goals of the City are maintained and/or enhanced.
12. Makes presentations and provides technical and professional advice on transportation planning matters to internal City departments, various committee groups, stakeholder groups, and the general public, as required.
13. Prepares and/or directs the preparation of research documents, analyses, policy statements, comprehensive plans, or other tools necessary to guide the development of the transit service and infrastructure of the City.
14. Maintains an accurate and up-to-date information base, including data on infrastructure records and transit ridership patterns.
15. Performs related duties as required.

**Requirements** REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Thorough knowledge of transportation planning and concepts of transit demand.
2. Thorough knowledge of the statutes, bylaws, rules, regulations, and policies governing or applicable to traffic and transit operations.
3. Thorough knowledge of traffic and transportation engineering design and planning principles.
4. Ability to communicate effectively orally and in writing.
5. Ability to deal tactfully and diplomatically with staff and the general public.
6. Ability to design and prepare concise written reports.
7. Ability to assemble and analyze data on traffic volumes, traffic safety issues, transit ridership patterns, and present findings to internal and external groups.

## REQUIRED EXPERIENCE AND EDUCATION

1. Completion of senior secondary school or its equivalent.
2. Completion of a university degree in community planning, engineering, or business.
3. Minimum three years in a municipal transportation planning or operations environment, either as an employee or a consultant to local government.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

**Department** Development & Engineering Services

**Position Type** Permanent full-time

**Reports To** Traffic & Transportation Engineer

**City** Kamloops

**Province** British Columbia [BC]

**Country** Canada [CA]

**Position** CUPE Salary

**Hourly Wage** \$39.52

**Closing Date** 4/10/2017

**Compensation & Benefits Overview** Comprehensive benefits package available.

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>