



JOB DESCRIPTION

TITLE: Active and Sustainable Transportation Coordinator

DEPARTMENT: Engineering & Public Works

LEVEL: 12 (Subject to JE)

Position Last Evaluated: N/A
Job Desc. Last Updated: N/A

JOB SUMMARY

Under the general direction of the Manager of Transportation, the Active and Sustainable Transportation Coordinator is responsible for using a holistic approach to plan and market active and sustainable transportation throughout the City. The incumbent will develop, coordinate and execute active and sustainable transportation education, marketing, planning and implementation initiatives. The Coordinator will liaise with stakeholders and community groups and will gather data to guide and support initiatives and plan capital investments.

DUTIES AND RESPONSIBILITIES

1. Plan projects and programs to support active and sustainable transportation goals and objectives as laid out in the Nanaimo Transportation Master Plan.
2. Promote and market active and sustainable transportation initiatives.
3. Deliver active and sustainable transportation events such as Go by Bike, Commuter Challenge and Active Transportation to School.
4. Develop educational programs and a community based social media program to extend public outreach initiatives.
5. Develop and maintain an active and sustainable transportation data collection system and implementation strategy.
6. Develop and maintain a prioritization process for pedestrian, cycling and transit infrastructure investments.

DUTIES AND RESPONSIBILITIES (Cont)

7. Identify the need for, coordinate and develop active and sustainable transportation related reports, policies, bylaws and guidelines consistent with the Nanaimo Transportation Master Plan and other applicable City policies and bylaws.
8. Maintain and manage the content of transportation related spatial datasets that are stored in the City's geographic information system (GIS).
9. Assist staff in the GIS Unit with the development of specifications for the collection of transportation related spatial data and software applications for use by staff and the public.
10. Conduct studies and prepare plans for active and sustainable transportation.
11. Develop requests for proposals, evaluate and select proponents and perform project management duties to ensure contractors and consultants work and deliverables meet the goals and objectives.
12. Prepare reports to senior management, Council and others on issues related to active and sustainable transportation.
13. Plan and organize open houses; represents the City in discussions with internal and external stakeholders. Responsible for following International Association of Public Participation (IAP²) best practices for stakeholder management for active and sustainable transportation related issues ensuring that appropriate public consultation for projects is completed.
14. Liaise with various community groups and stakeholders to implement transportation demand plans and strategies.
15. Provide design review with a focus on active and sustainable transportation and mobility for vulnerable road users.
16. Communicate with internal and external stakeholders on requirements and design details relating to active transportation.
17. Research, source and prepare grant funding applications.
18. Provide technical support service to other City Departments with regard to active transportation issues.
19. Performs other duties as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of engineering practices, methods, standards, techniques and equipment used in traffic/transportation engineering, planning, analysis, design and operation for both vehicle and alternative transportation modes.

Strong verbal and written communication skills with the public, internal and external stakeholders using tact and discretion when settling requests, complaints or clarifying information.

Considerable knowledge and skills in preparation of terms of reference for studies and administration of study contracts.

Considerable knowledge of active and sustainable transportation best practices and trends.

Considerable knowledge of ESRI GIS software with the ability to undertake and interpret analysis.

Ability to prepare presentation material for stakeholder engagement and Council.

Ability to apply critical thinking and decision making to constantly changing situations and report the decision in a clear and concise report.

Ability to plan, prioritize and have strong organizational skills.

Keeps up to date with changes and advancements in transportation engineering and planning best practices through demonstrated continued professional development.

Thorough knowledge of core computer software suites, as well as specialized traffic application software such as AutoCad, InDesign, Infracore, and ArcMap.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in Engineering, Planning or related field.

A minimum of 3 years' related experience in Active and Sustainable Transportation Planning, Design, Implementation, and Education, with demonstrated experience in delivery of an active and sustainable transportation plan.

Or an equivalent combination of education and experience.

Membership in or eligible for membership in applicable professional designation.

Possession of a valid B.C. Driver's Licence, Class 5.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

GENERAL STANDARDS

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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