

## INCREASE IN STAFFING REQUEST FORM

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**DATE OF REQUEST:** December 14, 2024  
**POSITION TITLE:** Engineering Traffic Technician  
**CLASSIFICATION:** Salary, Non-Union  
**DIVISION:** Engineering  
**DEPARTMENT:** Infrastructure Services  
**LOCATION:** 24 Church Street West, Elmira – Administration Building  
**REPORTS TO:** Manager of Engineering (Vacant)  
**STATUS:** Full-time (35 hours per week)  
**SUPERVISION:** None

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### **General Purpose:**

The Engineering Traffic Technician's primary role would be to oversee and manage the Township's traffic planning database and the implementation of various traffic calming measures and other warranted controls with an emphasis on pedestrian safety. This role would support the department's engineering section with various annual procurements, field inspections and data acquisition to support the department's asset management inventory.

### **Primary Responsibilities:**

- Performs various warrant studies, including speed controls, pedestrian crossovers, intersection controls, etc.;
- Procures contracted services related to traffic data acquisition and various annual programming;
- Reviews various engineering and traffic related studies;
- Evaluate proposed changes to traffic control practices and policies;
- Gathers and verifies data for maintaining and updating Township infrastructure records associated with the road allowance using AutoCAD and ESRI;
- Assists with municipal consent approvals and other corridor related permitting;
- Supports the department's asset management inventory, through data input and traffic management analytics;
- Performs various inspections related to construction activities; and,
- Other duties as assigned.

### **Education:**

- A diploma in Transportation or Civil Engineering from a recognized Community College

### **Certification/Designation:**

- Registration with OACETT as a Certified Engineering Technologist or Technician
- A minimum valid Ontario Class G Driver's License with a good driving record and use of a vehicle.

### **Experience/Skills:**

- A minimum of 2 years experience in municipal service related to traffic engineering;
- Knowledgeable in the Ontario Traffic Manual Books, including pedestrian crossover warrant studies and implementation guidelines;
- A strong aptitude for figures and attention to detail;
- Superior written and oral communication skills.
- Ability to work independently and with little supervision;
- Courtesy, diplomacy and professionalism in dealing with the public, agencies, service providers, Council and staff;
- Above average competence in computer skills including MS Windows, AutoCAD and ESRI;
- Ability to conduct field reconnaissance and perform various warrant studies; and,
- Physically able to perform the required duties.

### **Salary:**

2025 Salary Grid Level 4 (35 hour per week)  
Range - \$71,767 to \$89,709

### **Justification:**

The addition of an Engineering Traffic Technician, within the Engineering Division, will improve the Township's ability to meet public agency and Council demand for services related to traffic and corridor management. Since 2022 there has been a significant increase (89%) in permitting requests, making it untenable for the current Engineering Technician position to continue managing traffic calming and traffic related inquiries.

In addition, the volume of traffic calming requests is continually increasing. These requests range from concerns about speeding, pedestrian safety, and parking, to more complex initiatives involving road design and infrastructure upgrades. As a result, the workload has become unsustainable, impacting both the effectiveness and timeliness of our response to these important community needs. The growing complexity and volume of traffic related concerns have reached a point where it is evident that additional resources are needed to maintain the required level of service. The demands placed on the existing Engineering Technician and Director have stretched beyond reasonable capacity, leading to delays in addressing urgent issues and the long-term planning of traffic management. This is exemplified in the Department's inability to provide an annual Traffic Calming report to Council for the past few years.

Traffic engineering is a discipline that requires continual adaptation to find different ways to alter driver behaviour, in order to ensure road safety for all and eliminate catastrophic injuries and fatalities. This requires constant attention and a dedicated resource in the organization to effect change in this important area and help prevent traffic related concerns from becoming a larger issue for the community. By addressing this need now, we can continue to improve safety and quality of life for all residents.