

Roadway Inventory/Routing Coordinator

DEFINITION

This work involves the collection, entry and verification of data concerning roadways inventory to reflect current infrastructure including arterials, collectors, service roads, industrial and residential roads and lanes (paved, gravel, oiled, rural, etc.) as well as sidewalks and auxiliary structures, etc. Employees in this class also perform field work to verify accuracy of measurements and to ensure that roadway data complies with standards of completeness and changes to the inventory.

Incumbents in this class establish and maintain roadway routing (both Winter and Summer seasons) in conjunction with District Supervisors and Foremen, enter routing and priority data into master routing databases, and produce District Routing maps, reports and manuals for field use by Districts.

Employees in this class typically coordinate routing and roadways inventory maintenance on a city-wide basis under the direction of a supervisor of maintenance coordination. Supervision and direction is given to subordinates during field verification activities.

TYPICAL DUTIES*

Assembles data and information related to roadway inventory such as new construction, changes to transit routes, etc. and contacts others to verify and clarify changes. Makes appropriate changes to the roadway inventory and maintenance system to reflect collector routes, surface specifications, etc.

Produces master and district inventory books for distribution, verifies data and specifications by conducting field inspections, and responds to incoming queries on roadways inventory.

Establishes and maintains roadways routes in accordance with changes to the inventory, seasonal requirements, roadways specifications, etc. Consults with District Supervisors, Foremen, District Inspectors, etc. to ensure that routes are efficient and effective.

Maintains a record inventory of Auxiliary structures and prepares and distributes updated copies to districts, foremen, etc.

Updates and distributes changes to emergency snow plan, and ensures that changes to roadway inventory, police stations, hospitals, ambulance centres, fire halls, power sub-stations, etc. are made to manuals prior to distribution.

Makes required changes to Snow and Ice and Summer manuals prior their distribution to Districts.

Makes required changes to reference maps including arterials, collectors, residential, service roads, etc as well as oiled and gravel roads, sanding and street cleaning, snow clearing routes, transit (parking snow ban) routes, para-ramps, lanes, and gravel/oiled road truck routes.

Responds to incoming requests concerning changes to routes, special event route planning, transit changes, and assists supervisors with handling of special requirements.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of roadway and auxiliary structure construction, specifications, classification, transit route Index, priority systems and related factors required to apply and maintain an effective inventory system.

Knowledge of measurement instruments and techniques required for field inventory verification.

Knowledge of computer software systems required to generate master and district roadways inventory reporting, maps, Snow and Ice and Summer manuals, etc.

Ability to incorporate changes in roadways and related infrastructure into relevant databases, maps, reference manuals, etc. and to provide others with information as required.

Ability to withstand inclement weather conditions during field work.

Skilled in the operation of measurement devices, computer applications, map interpretation, etc.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Grade 12 or equivalent. A minimum of 6 years of municipal maintenance experience including equipment operations and maintenance programs including a working knowledge of roadway classification and priority systems as well as the use of computer software programs.

Valid Class 3Q Drivers License as well as the ability to obtain and hold a City Driving permit.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	1911			

Last Updated:
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