

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 100 KING STREET WEST, SUITE 900

PROJECT MANAGER – MOBILITY PLANNING

SUMMARY OF DUTIES

Reporting to the Manager, Transportation Planning, the Project Manager, Mobility Planning, will lead and provide technical expertise on studies to support the City's vision and goals established as part of the Strategic and Transportation Master Plans. You will assume the day-to-day responsibilities for various transportation planning elements of the Transportation Planning Section and ensure that they are delivered in a timely and cost effective manner in accordance with City and Provincial policies, including Environmental Assessments.

GENERAL DUTIES

The Project Manager shall be responsible for the management of sub-area plans, corridor studies, higher-order transit studies and other master plans / feasibility studies. This includes supporting the City's long-range transportation model, creation and management of project charters, develop terms of references and consultant management as well as providing technical support projects lead by the Project Manager and support of other inter-departmental and division project teams.

The Project Manager shall ensure that the integration of active transportation, rapid and conventional transit, goods movement, sustainable mobility, climate change, vision zero and other programs are coordinated, managed and implemented in a manner that achieves the Vision and objectives of the City in a cost effective, efficient and timely manner.

You will liaise between other divisions within Planning & Economic Development, Public Works and other departments to assist in the development and evaluation of policies within the City's Transportation Master Plan. Actively participate as a member of study teams for Secondary Plans and community initiatives.

Represent the City on various agencies/committees and participate on various corporate committees as required.

Receive and answer inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Develop policies and procedures related to Transportation planning practices.

Assists with the City's Travel Demand Model and forecasting activities to support growth in the City and undertakes a range of data analysis in support of transportation planning initiatives. Collaborate with other departments to obtain growth and employment projections and utilize modeling and growth projections to establish long-term transportation requirements for roads and public transit system and support the development review team.

Collaborates with internal / external clients and the community. Presents information in a clear and concise manner for various audiences and in different mediums. Creates inclusive public consultation / engagement plans to maximum participation on projects.

Makes recommendations related to Departmental capital budgets.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety. Perform other duties as assigned which are directly related to the major responsibilities of the job.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a degree in Civil Engineering, Urban Planning, Transportation Planning, or Transportation Engineering, plus demonstrated progressive work experience or a combination of relevant education and relevant experience.
2. Member of or be eligible for certification with the Professional Engineers of Ontario or Ontario Professional Planners preferred.
3. Extensive knowledge in the area of Transportation Master Plan development, sustainable transportation planning, transit planning, active transportation and transportation demand management programs, trends and developments as demonstrated through previous work experience.
4. Demonstrated knowledge and understanding of transportation and urban planning principles and the interrelationship between transportation and land use.
5. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.
6. Demonstrated working knowledge of computer software applications to support transportation planning including Geographic Information Systems (GIS), database applications and graphics support.
7. Experienced in designing and delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statues, regulations and by-laws affecting the department/section.
10. The ability to travel to all City of Hamilton locations (must have own vehicle or alternate method of transportation); a class G driver's licence is preferred.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE
