

## **CITY OF HAMILTON**

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

### **TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 330 WENTWORTH STREET NORTH**

### **PROJECT MANAGER –SUSTAINABLE MOBILITY PROGRAMS– CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Program Manager- Sustainable Mobility in the Transportation Management Section, the Project Manager, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as part of the Sustainable Mobility Program.

The position will work with staff and consultants in a multi-functional workforce engaged in delivery and direction of services to the public, stakeholders and internal staff, related to Sustainable Mobility including: Transportation Demand Management (TDM); transportation research; event planning and logistics; marketing and outreach; and support for corporate and institutional partners; including the operation of the Smart Commute Program.

The Project Manager shall ensure that Transportation Demand Management planning activities associated with the Smart Commute Program, and other TDM programs are delivered in accordance with City, Provincial and Federal guidelines in a cost effective, efficient and timely manner.

Perform the role of Project Manager of the Smart Commute Hamilton Program which includes managing the consultant and other delivery partners, organize outreach and events, coordinating workplace infrastructure projects and promote the Smart Commute program to new workplace partners.

The Project Manager shall be responsible for the establishment of Hamilton's Transportation Management Association, as part of the City's commitment to the Smart Commute Program. This includes managing the performance of each employer-partner in the organization and ensuring the program is delivered through partners in order to meet Provincial program requirements for funding.

Review and analyze municipal policy and by-laws, provincial and federal policy and legislation, and City-wide master plans to develop new policy and suggest policy reform in order to implement TDM strategies for new developments, renewed infrastructure, road EA's and infrastructure designs. This includes the review of development applications for new developments.

Manages TDM programs including the Bikeshare program, Corporate Carshare program, Discounted Transit Pass program, Bike Valet program, and other programs that comprise the entirety of the Transportation Demand Management Activities.

Possesses a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Project Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

~~Possesses a high level of personal integrity and is an excellent communicator.~~

#### **GENERAL DUTIES**

You will assume the day-to-day responsibilities for the Smart Commute Program planning elements, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City, Provincial and Federal policies.

Organizes, coordinates and promotes events such as transportation fairs, commuter clinics and educational programs to promote travel options to commuters.

Organizes, develops content, coordinates and promotes professional and public workshops, conferences and summits related to sustainable transportation programs, policies and best practices in order to facilitate community partnerships, engage the public, engage municipal partners, improve TDM programs and develop new or revised service delivery models.

Designs, develops and implements sustainable infrastructure projects for bike parking, secure bike parking, bike sharing and car sharing including location analysis, statistical analysis, structure design and program design.

Perform site analysis and infrastructure analysis and capacity services for employer sites, commercial sites and institutional sites to analyse travel demand, develop demand forecasting models, perform location-based analysis for employee travel patterns, develop and deliver site improvement plans and metrics for measuring performance in addition to infrastructure improvement plans.

Manage and coordinate sustainable transportation projects relating to sustainable transportation infrastructure including bike parking, secure bike parking, bike sharing, car sharing, and transit improvements.

Manage the Smart Commute program, City staff that help implement the program, consultants required to deliver program services and employer contacts who deliver Smart Commute services at the local employer level.

Coordinate the Everyone Rides Initiative bike share equity program in partnership with Hamilton Bike Share Incorporated to deliver an adaptive bike share program in the City.

Review development applications to ensure that developments are in line with transit oriented development guidelines and meet requirements for sustainable transportation infrastructure as required.

Participation in a variety of tasks/activities related to the City's Rapid Transit Initiative.

Coordinates third-party programs such as ride-matching, and Emergency Ride Home programs.

Manage the Employer Commuter Subsidized Transit Pass program including financial, promotional and monitoring elements.

Implement the Corporate Carsharing program including financial, promotional and monitoring elements.

Manage the Bike Valet and Secure Bike Parking program including promotional and monitoring elements.

Implement the School Travel Planning program and delivery partner contracts, including relationships with schools, parent councils and communities and the development and maintenance of school travel plans for each site.

Develops and coordinates outreach programs, recruitment strategies, events and initiatives for potential Smart Commute members and resident programs. Undertakes a communications program to inform staff and the public of events and how they can participate or obtain information.

Develops programs to track the success of TDM/TMA services and programs, and to determine methods to improve those services.

Develops promotional material for TMA events and strategies.

Researches TDM/TMA policies and programs from other areas.

Responsible for completion of progress reports, etc. as part of Hamilton's role in the Smart Commute Program.

Responsible for liaison with elected officials, management and the private sector to promote travel options and transportation demand management. Establishes partnerships with both public and private sector to share information and receive feedback regarding the City's transportation needs, and site specific concerns.

Participate on various Corporate committees as required.

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

Makes recommendations related to Departmental current budgets.

Provide support and recommendations for the TDM program budget. This includes filling budget requests, allocating expenditures, monitoring year over year performance for certain program and project elements.

Coordinate the review development applications for their adherence to TDM guidelines and provide comments when a TDM submission is required for developments.

Work with various staff in the Planning and Economic Development department to provide a TDM and Sustainable Mobility lens in the review of Secondary Plans, EAs, Zoning By-law reviews and other policy projects.

Responsible for specific transportation policy initiatives and implementation schemes involving project-based events, programs, research projects and analysis work for multiple transportation modes, land uses, and public health initiatives.

Conduct and coordinate research and analysis for the delivery of sustainable mobility initiatives including but not limited to transportation demand management site analysis projects, bike parking, bike lanes, pedestrian access and amenities, transit connections and amenities, incentives, building and land uses, public realm and road design, integration with existing networks, amenities, event programming/implementation, web-based tools and websites, and electronic portals.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Proven knowledge in an engineering, geography/environment studies or planning related program or with relevant experience related to the duties described, or an equivalent combination of education and relevant work experience.
2. Considerable experience working in the Sustainable Mobility and Transportation Demand Management field, including event planning and logistics, marketing and outreach experience, program coordination and policy analysis.
3. Extensive knowledge in the area of sustainable transportation issues, transportation demand management and TMA/TDA programs, trends and developments as demonstrated through previous work experience.
4. Demonstrated knowledge and understanding of transportation and urban planning principles and the inter-relationship between transportation and land use.

5. Highly developed ability to articulate a vision to lead and inspire others.
6. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
8. Experienced in designing and delivering customer focused programs and services.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications.

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

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