

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TRANSPORTATION AND PLANNING DIVISION -- LOCATION -- 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER, ACTIVE TRANSPORTATION – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Integrated Active Transportation, the Project Manager, Active Transportation acts as the central focus for all issues related to on-street cycling, pedestrian initiatives, and trails in the right of way. They manage specific projects, whether they relate to new development, off-road trails, active transportation promotion, spot repairs and maintenance and cycling facility rehabilitation.

GENERAL DUTIES

Act as the central focus for all issues related to on-street cycling pedestrian initiatives, and trails in the right of way.

Manage specific projects related to feasibility and preliminary design, whether they are for new development, retrofits, off-road trails, active transportation promotion, spot repairs and maintenance and cycling facility rehabilitation.

Support the implementation, monitoring and updating the Shifting Gears Cycling Master Plan and its integration with other plans, including the Active Transportation Plan.

Advise Council of programming and to work with internal staff and external agencies such as the Ministry of Transportation, Hamilton Conservation Authority, and City of Burlington to implement projects as per the Cycling Master Plan list and then, in the future, revise and adjust priorities as projects are implemented and as demands change.

Coordinate all aspects of projects on the priority list as defined by the revised Cycling Master Plan and coordinate the design and implementation of these projects with the Transportation Operations group and the Engineering Services group.

Develop Feasibility Plans and preliminary feasibility designs for active transportation projects, including defining and documenting project requirements, scope, deliverables, timelines, resource requirements, and identify project risks.

Responsible for project plan development and project resource planning, as part of Feasibility Plans, Terms of Reference documents and Scoping plans, along with the following:

- identification of project tasks
- estimated costs
- project schedules
- milestones and budget
- identification of project resources and skill requirements
- recruit project staff, coordinate and assign work
- determine allocation of financial resources to project tasks

Promote teamwork and provide direction to cross-functional and cross-departmental teams, provide clearly defined goals and objectives, function as a mentor to project staff, motivate, coach and provide

advice to staff on project issues and problem resolution.

Negotiate with vendors and contractors for supply of services.

Manage the end-of-trip, bike parking and secure bike parking facilities program including maintenance, operations, installation, and monitoring.

Support and coordinate active transportation programs including shared-use mobility, micromobility (ex. bike share and e-scooters) complete streets, school transportation, workplace transportation and transit.

Identify, perform business cases and oversee various available grant applications to maximize funding opportunities to support the Sustainable Mobility Program in a fiscally responsible manner.

Prepare oral and written presentations to management and Council and report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action.

Administer and monitor the budget for projects in accordance with established Corporate and Departmental procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to manager.

Coordinate public engagement related to active transportation projects and apply the International Association for Public Participation (IAP2) guidelines, tools and techniques, as well as the Hamilton Engagement Charter, during the project feasibility and design stages.

Possess an understand transportation systems equity concepts, all ages and abilities (AAA) design concepts, Complete Streets design techniques and evaluation methods, and the importance of behavior change as it relates to engagement and active transportation networks.

Identify organizational problem areas and prepare background research. Prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Prepare letters of agreement with external consultants and manage contracted work.

Investigate, develop, recommend and implement policies and procedures that enhance organizational effectiveness and create a supportive work environment.

Provide professional consultation to the Manager and Director as required. Act on behalf of the Manager in his/her absence on the divisional management team and for other assignments as required.

Maintain professional competence in the discipline of project management.

Review incoming neighbourhood plans to ensure that bike facilities and pedestrian facility continuity are an integral part of neighbourhood design.

Consider the current cycling infrastructure and determine those locations requiring repairs or rehabilitation such as poor pavement and deficient catch basins; which is coordinated through Transportation Operations and Engineering Services.

Undertake and promote activities on behalf of cycling such as reviewing the current cycling maps, city webpage and other opportunities to promote the use of cycling as an alternative to automobile use.

Act as the central focus for all issues related to pedestrians, mobility and “walkability.”

Assist in coordinating pedestrian infrastructure planning and implementation as per the guidelines / criteria as identified in the Transportation Master Plan.

Act as staff support to the active transportation committees of Council, both in a direct support role and in a coordination role where the City already has current capacity and expertise.

Provide general expertise in promoting walking as an alternative transportation form.

Perform other duties as assigned by the Manager or Directors on Senior Management Team which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Demonstrated competence in bicycle facility design and operations and pedestrian facility design and operations, normally acquired through a degree in traffic engineering, geography or parallel disciplines; or suitable experience in a related discipline pertinent to the job functions combined with project management experience.
2. Progressive experience in project management, budgeting and fiscal control in a unionized public or private sector organization. Project Management designation and experience in transportation sector an asset.
3. Possess a thorough understanding of the municipal planning process, engineering standards and field-related resource materials such as the Ontario Traffic Manual (OTM), Transportation Association of Canada (TAC) manuals and the National Association of City Transportation Officials (NACTO) guidelines.
4. Possess an understand transportation systems equity concepts, all ages and abilities (AAA) design concepts, Complete Streets design techniques and evaluation methods, and the importance of behavior change as it relates to engagement and active transportation networks.
5. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
6. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
7. Ability to plan, organize and lead project and project teams.
8. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
9. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
10. Must be able to work in an independent and confidential manner, making sound judgements based on results of research and/or fieldwork.
11. Ability to deal effectively with management, peers, staff and the general public.
12. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section.

13. Must have above average analytical and problem-solving skills.
14. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
15. Experience supervising a unionized workforce would be an asset.

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