

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TRANSPORTATION PLANNING AND PARKING DIVISION - TRANSPORTATION PLANNING SECTION –
LOCATION - 100 KING ST. W., SUITE 900)

PROGRAM COORDINATOR, SCHOOLS & COMMUNITY – CUPE 5167

SUMMARY OF DUTIES:

The position will report to the Project Manager – Sustainable Mobility Planning who will provide direction and leadership in a team environment to deliver, maintain and monitor all the programs the group is responsible for operating.

The candidate will apply elements of an integrated approach to project and program management. The position requires competence in scientific, engineering, public policy, public engagement, behaviour change and diplomacy in order to assist in the activities of the Sustainable Mobility Programs group within the Transportation Planning Section.

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); school travel planning, transportation research; event planning and logistics; marketing and outreach; and support for corporate and institutional partners; including the operation of the Smart Commute Program.

GENERAL DUTIES

Implement strategies to improve effectiveness and efficiency of the Active and Sustainable School Travel program, Smart Commute Hamilton program and TDM projects, while striving to exceed average standards and leading by example.

Undertake research reports, policy briefs, presentations, trend analysis/forecasting, grant applications and sustainable mobility analysis for the City and for Schools and Smart Commute partner organizations.

Coordinate the activities and programs of the Active and Sustainable School Travel Program and support the Smart Commute program to support the mandate of TDM in the Greater Toronto and Hamilton Area. This includes working with the Province, other regional and municipal governments, non-governmental organizations and community groups. The delivery of these activities includes: outreach; social marketing; policy development, implementation and monitoring; and event logistics.

Support the Active and Sustainable School Travel Program and the School Travel Planning process to apply the principles of TDM in the context of school sites and liaise with School Board, Public Health officials, and community groups.

Coordinate and develop plans for infrastructure projects including active and sustainable infrastructure related to pedestrian, transit, cycling infrastructure, bike parking, carpooling, bikesharing and carsharing.

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

Be familiar with and implement the International Association for Public Participation (IAP2) guidelines, tools and techniques, as well as the Hamilton Engagement Charter, and be able to apply these concepts during the project feasibility and design stages.

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.

Support the delivery of Sustainable Mobility events, education programs and training including, but not limited to, Bike to School Week, Wear Yellow Day, Bike Month, Bike Day (Winter and Spring), Smart Commute Week, Winter Commute Week and other programs.

Support the City's Micromobility, Shared-use Mobility, Public Bike Share and bike parking programs by providing mapping support, usage analysis, station sighting and evaluation, program monitoring and issues management.

Support 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.

Provide services to ensure balanced service/cost/quality are in compliance with legislative requirements and consistent with the City of Hamilton's Mission and Vision.

Accountable for ensuring that program activities are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and consultant resources.

Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner.

Conduct 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.

Prepare and submit grant applications involving the preparation of documents in compliance with City, Provincial and Federal guidelines including the obtaining of any project approvals or permits required for projects in a timely manner.

Assist with the management of consultants, recommending and implementing standards for work performed by consultants on TDM and transportation related projects.

Work 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 responsibilities of the position.

QUALIFICATIONS

1. Proven demonstrated knowledge of sustainable mobility and transportation planning usually acquired by obtaining a relevant university degree or professional college diploma in engineering, geography/environment studies or planning related program, or with relevant experience related to the duties described.
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. Knowledge of engineering, planning and project management theories, practices and trends, including reviewing, recommending and implementing work plans and project budgets.

4. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
5. Ability to effectively work in a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
6. Ability to deal effectively with representatives of other levels of government, management, peers, staff, advocacy groups and the general public.
7. Working knowledge of standard computer software applications such as MS Office, Access and Project; as well as graphic design programs such as Canva, Adobe InDesign and Photoshop. have knowledge of ArcGIS, computer aided design (CAD), and Adobe Tools (Illustrator, Acrobat, InDesign, Photoshop, etc)
8. Possess excellent verbal and written communication skills, demonstrated ability to make decisions involving multiple routine tasks, with the ability to work independently.
9. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, teamwork, staff delegation and empowerment, and be committed to results.
10. Possession of a Class G Driver's license is beneficial, but not required.

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