

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (LIGHT RAIL TRANSIT DIVISION – LOCATION – Hamilton Go Centre)

DIRECTOR LRT PROJECT OFFICE

SUMMARY OF DUTIES

Reporting to the General Manager of the Planning and Economic Development Department, this position will lead the City of Hamilton's project team responsible for working collaboratively with Metrolinx to ensure the completion of the Hamilton Light Rail Transit (LRT) Project, including the finalization of delivery agreements with Metrolinx, and acting as the City's lead for all aspects of LRT Project design, procurement and construction. The Director of the LRT Project Office will have direct supervision of dedicated LRT Office staff and will also be responsible for coordinating the work of technical support staff across a number of City Divisions. In addition to overall project administration, the Director will also provide corporate oversight, business planning and human resource management of the City's staff resources and their involvement in the project.

PROJECT OVERVIEW

Hamilton LRT is focused on improving access to transit and supporting the continued growth and revitalization of the city. It is the first piece of a broader rapid transit strategy for Hamilton, referred to as the BLAST Network, as well as a priority project in Metrolinx's Regional Transportation Plan.

In May 2021, a joint funding announcement was made by the provincial and federal governments committing \$3.4B to the capital cost of the project, making the Hamilton LRT one of the largest infrastructure investments in the City's history.

The LRT will connect McMaster University in the west end of Hamilton to Eastgate in the east, with new light rail vehicles running along tracks separated from regular traffic, offering frequent, safe and reliable service. It will also integrate with Hamilton Street Railway (HSR) bus service, and connect with local bike share, and GO bus and rail service.

GENERAL DUTIES

Oversees the LRT Project Office that will effectively implement the project components required to complete the project.

Ensures that City staff assigned to the LRT project (full-time or part-time) are effectively linked with the project partners including Metrolinx and Project Co.

Effectively communicates the vision of LRT in Hamilton and ensure all activities are aligned with the vision.

Supports the establishment and maintenance of long-term relationships and forms partnerships with key external stakeholders, government officials, citizen advocacy groups, and business and community associations and organizations to support the implementation of the LRT project.

Develop and Implement governance structure and internal protocols for Project Office.

Provide leadership in managing complex project issues and risks and manage stakeholders' expectations and effective conflict resolutions.

Liaises with relevant City Departments and Divisions and government agencies to ensure that all applicable City standards, by-laws and policies are appropriately addressed through the LRT Project and that all relevant legislation is adhered to in all City undertakings.

Identifies emerging trends and issues that affect the Project, engages in conflict resolution, negotiation, consensus building and mediation fostering a favourable working environment with all associated with the LRT Project.

Serves as the City's primary media spokesperson, formulates responses to challenges, editorials and other correspondence in conjunction with Metrolinx.

Prepares reports and makes presentations for City Council, committees, government agencies, the media and the general public as required.

Develop Project Office Work Plan in collaboration with Metrolinx and with city wide divisions.

Lead negotiations on project plans and agreements i.e. Communications Plans, budgetary discussions, processes and various other agreements.

Lead and represent City on all project related matters with Metrolinx and other third parties.

Lead and represent City on Operations and Maintenance negotiations and agreements.

Oversees the design and construction of the City's enabling works as part of the LRT project

Administer internal financial reporting for the Project Office.

Provide recommendations on streamlining the City's standards, policies, processes, practices and procedures to align with non-traditional multi-year project delivery model of the LRT project and oversees its implementation.

Directs and engages in the preparation of the annual operating and capital budgets for the LRT Project Office within the Planning and Economic Development Department.

Provides direction and leadership to professional and staff in multi-disciplinary fields and consultants in the implementation of the LRT Project.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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.

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

QUALIFICATIONS

1. Extensive experience in people leadership, to include experience at the senior management Level. Knowledge of all government levels and intergovernmental relationships, structures and issues.
2. Demonstrated experience and knowledge in capital project management and implementation, including no fewer than 10 years managing large, complex, multi-year transportation projects, preferably for Light Rail Transit (LRT).
3. Demonstrated experience and knowledge in procurement, tendering and financial accountability with respect to major capital projects.
4. Demonstrated experience in working with legal teams in the development of agreements, particularly for large complex projects.
5. Demonstrated experience in utilizing sound principles and techniques of project management when managing projects.
6. Demonstrated experience in negotiations and conflict resolution strategies when dealing with stakeholders

7. Extensive engineering experience related to the preliminary and detailed design for Rapid Transit and/or municipal road projects; LRT experience is not essential but considered an asset.
8. Candidate must be licenced as a Professional Engineer with the Professional Engineers of Ontario or demonstrate equivalent qualifications. Project Management Professional (PMP) certification and knowledge of Alternative Finance Procurement (AFP) is an asset.
9. Strong familiarity with municipal standards, processes, practices and policies and municipal political structure.
10. Solid understanding of business planning and financial models, particularly with municipal government context.
11. Knowledge of the Transit Project Assessment Process (TPAP), Municipal Environmental Assessment Act and familiarity with various other municipal, provincial and federal acts, policies and guidelines as they pertain to transit and road-related projects.
12. Knowledge of principles related to sustainable transportation and transit, land use and urban design, and equity, diversity and inclusion is required.
13. An equivalent combination of education and work-related experience at a senior level in project management dealing with large and high-profile projects.
14. Highly effective and strategic leadership capabilities and the ability to articulate a vision and to lead and inspire others. Superior organizational, facilitation, consultative, presentation and problem-solving skills.
15. Demonstrated success in collaborating with large institutions and the community to implement projects.
16. Exceptional oral and written communication skills, with experience in media communications and the ability to foster agreeable media relations.
17. Excellent interpersonal skills, tact and diplomacy, and the ability to interact with a broad sector of people to lead a complex collaborative project.
18. Demonstrated ability to inspire trust and confidence with a high level of personal integrity and sound judgment.
19. Knowledge of all government levels and intergovernmental relationships, structures and issues, as well as knowledge of the needs and interests of stakeholders, governments and the community.
20. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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

