

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PARKING & BY-LAW SERVICES DIVISION – HAMILTON MUNICIPAL PARKING SYSTEM
80 Main Street West, Hamilton, ON L8P 1H6

PROJECT MANAGER – OFF-STREET PARKING OPERATIONS

SUMMARY OF DUTIES

Report to the Senior Project Manager, Parking Planning. Assist the Senior Project Manager, Parking Planning on assignments related to Parking Operations including, but not limited to, Capital Projects, Special Projects (enforcement, operational off street parking issues or planning based assignments), Asset Management and items related to all paid parking facilities (which includes on-street parking meters).

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide leadership in a team environment that focuses on meeting the City's responsibilities as a leader and steward in the delivery of off-street parking programs to the public.

Provides input on the development and evolutions of performance standards within the project teams ensuring identified outcomes are met.

Ensures staff within the project teams performs efficiently and in harmony to provide a high level of service to a defined area.

Develops and clearly communicates operational and administrative expectations for project teams.

Monitors and evaluates team's performance and provides support and coaching as required.

Implement new/revised strategies, policies/procedures, etc. and monitor outcomes. Set above average standards and lead by example.

Use performance standards, specifications, work programs and procedures to ensure effective cost control of allocated capital and operational budgets. Ensure the documentation of work/project activities through completion of work orders, reports and daily entry of activities, work schedules and progress.

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

Attend meetings involving elected officials, developers, B.I.A. members and the public at large to discuss problems, alternatives and solutions to parking problems/concerns.

Monitor amendments to legislation, regulations and trends in the profession.

Interpret and ensure compliance with municipal and departmental policies and procedures and various specific by-laws as they relate to divisional programs and services.

Monitor and review parking usage at paid parking facilities and recommend changes pertaining to parking rates, location, parking layouts etc.

Research and organize data related to "best practices" and emerging technology.

Job Description #: A10585

Provide technical support on capital projects.

Conduct investigations/site visits and compose correspondence to aid in the review of development applications to ensure compliance with City Official Plan, Zoning By-law, Master Plan Documents, City policies and Planning Act requirements as it relates to parking matters.

Research, collect and organize information related to rate structures, market conditions, facility/parking meter utilization (in carparks and at on-street meters), and user composition for use in the development of customer service improvements and revenue maximization reviews.

Maintain computerized database inventory of all parking related devices (i.e. payment equipment, lighting, traffic control devices such as signs and pavement markings).

Conduct analysis of asset condition/life-cycle and make recommendations on priorities for use in budget planning decisions.

Assist in the creation of procurement documents (i.e. Request for Proposals, Tender/Quote) by conducting research and collecting relevant technical information.

Work in accordance with the provisions of the applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Provide coverage for the PROJECT MANAGER – ON-STREET PARKING OPERATIONS and PROJECT MANAGER – NEW INITIATIVES when required.

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

QUALIFICATIONS

- 1) Proven knowledge of the principles, theories and practices of Traffic Engineering normally acquired by attaining a three year Traffic Engineering Technology diploma or an equivalent combination of education and related work experience.
- 2) Experience in a Transportation, Construction or Planning environment and/or equivalent combination of education and experience. Knowledge of parking operations, capital projects and development planning an asset.
- 3) Ability to deal diplomatically with all levels of management, staff, elected officials and the public.
- 4) Must have a proven record of leadership and guidance, technical competence, customer focus, innovation and creativity, team advocacy, be committed to results and have the ability to provide technical direction to consultants/contractors/subcontractors.
- 5) Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Well-developed ability to work with large public groups.
- 6) Experience in directing and supervising project teams.
- 7) Demonstrated knowledge of consulting skills including analysis, planning, project management and financial skills including budgeting, analysis and forecasting.
- 8) Possess working knowledge and skill with computers in a Windows environment utilizing MS Office software. Knowledge of software related to Asset Management and or databases would be an asset.
- 9) Knowledge of statutes, regulations and by-laws related to the parking industry. (i.e. Occupational Health and Safety Act, Ontario Highway Traffic Act, Planning Act, Municipal Act, and relevant municipal statutes.

- 10) Must possess a valid Class "G" Driver's License.**