

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TRANSPORTATION PLANNING & PARKING DIVISION - PARKING OPERATIONS – LOCATION - 80 MAIN ST. W.)

PROJECT MANAGER, PARKING INFRASTRUCTURE

SUMMARY OF DUTIES

Report to the Senior Project Manager, Parking Planning. The Project Manager, Parking Infrastructure will be responsible for day-to-day activities associated with capital construction, asset management, and strategic undertakings for the delivery of Parking services.

GENERAL DUTIES

Maintain control and monitoring of projects to ensure they are completed within the required schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Senior Project Manager, Parking Planning.

Ensure application of exceptional Project Management skills, including documentation of work and project activities through completion of work orders, reports and daily entry of activities, work schedules and progress reports with a focus on meeting project timelines and benchmarks.

Responsible for the performance of contractors on projects including implementing a contractor's performance appraisal system and associated project contract reviews.

Promote teamwork and provide direction to cross-functional teams, provide clearly defined goals and objectives, provide advice to staff on project issues and problem resolution.

Attends related construction meetings, initiates inspections, organizes stakeholder meetings.

Research and write terms of reference to engage the services of consultants and contractors, co-ordinate the request for proposal (RFP), quotation (RFQ), and tender (RFT) processes, review and evaluate proposal submissions, participate in selection interviews, recommend selection of consultants and administer contracts.

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

Implement new/revised strategies, policies/procedures, Asset Management programs, Capital Infrastructure improvements, and monitor outcomes.

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

Use performance standards, specifications, work programs and procedures to ensure effective cost control of allocated capital and operational budgets.

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

Writes reports, composes correspondence, and compiles statistics.

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 Off-Street Parking and Project Manager On-Street Parking Operations when required when required.

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

QUALIFICATIONS

1. A degree or diploma in Construction Management, Civil Engineering, Transportation Engineering, Architecture, or a related field.
2. Eligible for certification with relevant professional associations, i.e., Certified Engineering Technologist (CET), Professional Engineer (P. Eng), Project Management Professional (PMP).
3. Four or more years of progressive experience in project management. Knowledge of civil infrastructure, parking operations, design & construction, asset management and/or urban planning an asset.
4. Ability to deal diplomatically with all levels of management, staff, elected officials and the public.
5. 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.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal, project management and organizational skills.
7. Experience in directing and supervising project teams.
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. Experience with Computer Aided Design (CAD) software an asset.
9. Knowledge of statues, 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.