

## **CITY OF HAMILTON**

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT** **(TRANSPORTATION PLANNING AND PARKING DIVISION – LOCATION –CITY HALL, 71 MAIN ST E.)**

#### **DIRECTOR, TRANSPORTATION PLANNING AND PARKING**

#### **OVERVIEW**

Reporting to the General Manager, Planning and Economic Development, provides strategic leadership and effective subordinate management to a multi-functional workforce engaged in delivery of services to the public.

Recommends policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

Provides strategic leadership and effective subordinate management of the day-to-day operations of the City's Transportation Planning & Parking Division; a multi-functional workforce of over 140 FTEs engaged in delivery of services to the public and responsible for the delivery of the following services

- Sustainable, multi-modal transportation planning and mobility programs
- Transportation Master Plans
- Modeling and growth projections to establish long-term transportation requirements for roads and public transit system.
- Street and streetscape design
- Transportation Demand Management and Smart Commute Hamilton Initiatives
- Cycling and Pedestrian planning and related initiatives
- Review of Traffic Impact Studies associated with new development applications
- Delivery of Municipal Parking Services, and Municipal Parking lot operations and maintenance
- Parking Enforcement
- School Crossing Guards
- Hamilton Bike Share

Accountable for leading the development of policies and programs that establish Hamilton as a leader in sustainable, multi-modal transportation planning.

Accountable for ensuring that the City's transportation planning, Parking, Parking Enforcement and School Crossing Guard Services, are delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources.

Collaboratively works with the Light Rail Transit (LRT) office and HSR to provide transportation planning, sustainable mobility and parking planning to support the implementation of higher order transit projects

Evaluates and reports on the Division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Estimates revenues and expenditures for current and capital budgets, including multi-year forecasting of revenues and business needs.

Is a member of the Department Management Team providing strategic direction for the Department as a whole.

Represents the City of Hamilton on external committees including Metrolinx Municipal Planning Leaders Forum

#### **RESPONSIBILITIES/DUTIES**

You will assume responsibility for the Transportation Planning and Parking Division and delivery of the Transportation Planning and Parking Programs to meet the growing needs of the residents and businesses of the City of Hamilton. The position is accountable to the General Manager, Planning and Economic Development for ensuring the Transportation Planning and Parking Programs are delivered in accordance with City and Provincial standards and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Delivers and implements an innovative Transportation Master Plan that positions Hamilton as a leader in sustainable, multi-modal transportation planning.

Provides leadership and vision for the development of the City's Cycling Master Plan, Pedestrian Mobility Plan, Good Movement Strategy, Transportation Demand Management Strategy, Truck Route Master Plan update and Complete Livable Better Streets Policy and Manual

Effectively leads and manages the life-cycle of the Hamilton Municipal Parking System – from planning, design and construction to operation, maintenance and enforcement – in support of the residential and business communities and the City's Land Use, Transportation and Economic initiatives.

Establishes the planning, policy and design basis for an efficient and sustainable multi-modal transportation system that includes complete streets, and that is based on a Vision Zero approach to safety.

Monitors the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Attends public meetings to present the City's position/actions to the public, media and outside government bodies.

Participates, and regularly acts as main spokesperson for the Planning and Economic Development Department on matters related to transportation planning and parking.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Participate in strategic planning of the Department as a member of the Department Management Team, and leads strategic planning at the Divisional level.

Leads an effective Divisional team, providing coaching and advice to subordinate managers to optimize performance.

Develops and monitors the annual Operating and Capital Budgets for the Division.

Implements customer service improvement initiatives and creates a customer-focused culture, including contribution to the Planning and Economic Development Department's Open For Business initiative as it relates to the development approvals process.

Responds to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provides professional consultation, including reports, to Council and its Committees.

Establishes criteria and priorities for annual work program and performance measures.

Prepares work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as developing and mentoring staff to their full potential.

Directs and manages the general administration of the work area under his/her jurisdiction by developing and implementing new policies and procedures and monitoring existing ones to maximize utilization of Division resources and customer service effectiveness.

Manages the performance of internal and contract service providers.

Advises Council, senior staff, stakeholders, and the public on regulatory and policy issues requirements related to transportation planning and parking.

Liaises regularly with various stakeholders, professionals, and other levels of government, including Metrolinx and the Ontario Ministry of Transportation.

Ensure compliance with Federal and Provincial Statutes and Municipal By-laws and monitor and review new legislation and policies.

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

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.

### **QUALIFICATIONS**

1. Proven knowledge of the practices, theories and standards of sustainable, multi-modal transportation planning, street and streetscape design, parking, and city planning normally acquired by attaining a degree in Transportation Planning, Traffic Engineering, Civil Engineering or Planning, or an equivalent combination of education and relevant work experience.
2. Member of, or eligible for, membership with the Ontario Professional Planners Institute or the Professional Engineers of Ontario preferred.
3. Progressively responsible experience in the application of engineering, economic and planning theories practices and trends to manage large projects, including reviewing, approving and implementing work plans and project budgets.
4. Extensive senior management experience, preferably in a municipal environment including knowledge of operating and capital budget policies and procedures
5. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big-picture thinking.
6. Ability to write clear and concise reports.
7. Highly effective leadership skills with the ability to articulate a vision and to positively and effectively lead and manage a large multi-disciplinary workforce in the delivery of public service in a results-oriented environment
8. Experienced in designing and delivering customer focused programs and services.
9. Proven ability to communicate effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Division, as it relates to Parking Services, including law enforcement principles, Court operations and processes.

11. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team building/team advocacy, staff delegation, empowerment and staff development and are results oriented.
12. Possess a high level of personal integrity and is an excellent communicator.
13. Experience in a computerized environment. Working knowledge of Microsoft Applications (Word, Excel, Outlook, PowerPoint, and networked client/server database management system).
14. Must possess strong organizational and time management skills.

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

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