

## CITY OF HAMILTON

**PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT**  
**(TRANSPORTATION PLANNING & PARKING DIVISION - TRANSPORTATION PLANNING SERVICES –**  
**LOCATION – 77 JAMES ST. N., SUITE 400)**

**SENIOR PROJECT MANAGER, TRANSPORTATION PLANNING**

**SUMMARY OF DUTIES**

Reporting to the Manager, Transportation Planning Services, the Senior Project Manager will be an integral part of the Transportation Planning Section in the Planning & Economic Development Department. This highly motivated individual will provide leadership to a work group engaged in making the City of Hamilton a leader in sustainable transportation planning. The successful applicant will:

Review, comment and advise on development applications through a lens of sustainable, multi-modal transportation and traffic planning.

Be accountable for achieving departmental goals and objectives through the application of City and Departmental policies with respect to transportation planning, and through the effective and efficient use of financial and staff resources.

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

Implement strategies to improve effectiveness and efficiency.

Exhibit a strong customer service focus in all activities.

Attain and maintain currency with evolving standards and community trends.

Identify, develop and implement policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Evaluate financial, administrative and staff performance against internal and external benchmarks.

Set above average standards and lead by example.

Function as coach to subordinate staff.

Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and be results orientated.

Possess a high level of professional and personal integrity.

**RESPONSIBILITIES**

You will assume responsibility for all aspects of the Development Approvals Process relating to transportation planning and coordination of the range of duties associated with multi-modal transportation planning, engineering, roadway signing and pavement markings.

You will be directly responsible for reviewing/assigning tasks to staff involved in Development Approvals Team within the Transportation Planning Section including but not limited to, supporting a multi-modal transportation system, transportation/traffic planning, development review process, pedestrian and cycling accommodation within developments, road safety elements in support of Vision Zero principles, and special projects; and input into long-range transportation planning and the capital budget construction process.

You will be responsible for ensuring through liaison with the various service delivery groups that the desired quality of reviews and response timeliness are achieved. This program is vital to maintaining the safety and mobility for the residents and businesses of the City of Hamilton and plays a key role in ensuring new developments maintain a high standard of safety and mobility for the residents and businesses of the City.

The Senior Project Manager, is accountable to the Manager for ensuring that transportation planning, policies and programs are provided in accordance with City and Provincial guidelines, in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Mission and Vision.

**GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Review, comment and advises on development applications through a lens of sustainable, multi-modal transportation and traffic planning.

Attend cross-sectional, cross-divisional, and cross-departmental meetings with respect to development applications

Liaise as needed with development applicants, the public and stakeholders

Establish, track, and ensure achievement of key performance indicators and benchmarks with respect to review of development applications

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

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies, with specific regard for the Occupational Health and Safety Act.

Continually investigate alternate techniques and technologies to ensure that optimum methods are being utilized.

Design new policies, procedures and standards and monitor outcome.

Manage external consultant & service contracts.

Participate in strategic planning for the direction of the section.

Attend public meetings to present the City's position/actions to the public, media and outside government bodies. Respond to members of the public, elected representatives and other agencies verbally, electronically and in writing. Represent the group, section, division, department and/or the City in formal or informal meetings with elected representatives, the public, other municipalities, technical organizations and the media.

Provide leadership and coaching through consultation with an effective supervisory and administrative team.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Promote teamwork and integration between groups within the section and with other parties participating in cross-functional and cross-program initiatives.

Assist the Manager in responding to various corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Management staff.

Act on behalf of Manager in his/her absence on departmental management team or other assignments as delegated.

**QUALIFICATIONS**

1. Demonstrated knowledge in a transportation/traffic engineering environment normally acquired by attaining a college diploma or university degree in civil or traffic engineering or a relevant discipline/program specifically oriented to transportation planning, engineering and operations or a combination of education and relevant work experience.
2. Progressively responsible experience in transportation planning and considerable project management experience in areas of planning, development approvals, related transportation policies and studies. Demonstrated experience with undertaking development approvals review with respect to transportation impact studies and related projects, preferably in a municipal environment.
3. A C.E.T. or a P.Eng. designation is desirable.
4. Demonstrated progressive supervisory skills.
5. Knowledge and understanding of the use of the "business case" in making management decisions.
6. Demonstrated capability to manage all aspects of large, complex projects.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Well-developed ability to work with large public groups.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Experience in delivering programs and services focused on the customer.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. The ability to travel to all City of Hamilton locations (must have own vehicle or alternate method of transportation); a class G driver's licence is preferred.

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

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