

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING – 77 JAMES STREET NORTH

PROJECT MANAGER – TRANSPORTATION PLANNING DEVELOPMENT APPROVALS

SUMMARY OF DUTIES

Reporting to the Senior Project Manager Transportation Planning this position undertakes various duties related to multi-modal transportation planning, operations and safety on the roadways relating to the development approval process, including site plans and draft plans of subdivision. This process is vital to maintaining roadway safety and mobility for the residents and businesses of the City of Hamilton.

The Project Manager will provide leadership in a team environment that focuses on meeting the City's responsibilities as a leader and steward in the delivery of technical and administrative services to the public, internal clients and external customers. The Project Manager will promote a service-oriented culture and focus within the section and instil a customer service focus in all activities and maintain fluency in evolving standards and community trends.

The Project Manager shall 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.

This position shall ensure that departmental goals and objectives are achieved through the effective and efficient use of financial and staff resources. Use a "best practices" approach, develop and deliver quality services in a timely and cost-effective manner.

Continually investigate alternate techniques and technologies to ensure that optimum methods are being utilized. Develop and contribute to improving process and aimed at improving delivery service efficiencies.

The Project Manager shall supervise and monitor staff performance, create and monitor performance plans and career development plans.

They will also monitor team performance against internal/ external benchmarks and aid in the preparation of sectional reports identifying how operations performed against established benchmarks related to services in keeping with the City, Department, Division and Section's visions, values and goals.

Deliver technical information to various committees, Councillors, other City departments, outside agencies, consultants and the public.

Compose technical reports, correspondences and compiles information and statistics and provide professional consultation, including reports, to senior management.

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

The Project Manager is directly responsible for reviewing and supporting the undertaking of various transportation impact studies and application of other transportation policies affecting development proposals from a transportation planning perspective; conducts analysis in support of the development review process; provide feedback and associated recommendations for all modes of transportation.

The Project Manager is directly responsible for reviewing and assessing development applications including site plans and draft plans of subdivision from the perspective of roadway and access management, vehicle maneuverability, circulation internal and external to the site. They will provide positive guidance and indicate required revisions and offer recommendations based on technical and safety review regarding all road users; review and assess engineering drawings for compliance with technical standards and guidelines; review roadway and right-of-way design; sight line analysis; vehicle maneuverability through turning plan review;

Attend scheduled meetings with internal and external stakeholders at Development Review Team (DRT), Plan of Subdivision Team (POST), support Land Use Planning Tribunal (LPAT, former OMB) proceedings as necessary, and Committee of Adjustment.

Provide written and verbal technical support, guidance, and opinion on Planning Applications; Formal Consultation; Official Plan and Zoning By-Law Amendments, Site Plan Applications, Committee of Adjustment; right-of-way dedications and daylight triangles requirements; land severance. Identify conditions of approval on said applications; support the preparation of witness statements.

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.

Act on behalf of the Senior Project Manager in their absence on departmental management team or other assignments as delegated.

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.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of transportation impact studies and corridor control normally acquired by attaining a diploma from a three-year Community College Course in Transportation Planning Technology or Transportation Engineering or by obtaining a C.E.T. designation with considerable related and progressive experience. Alternate combinations of formal training and practical experience will be considered as a substitute.
2. Formal management training preferred with experience in a supervisory role.
3. Knowledge of Ontario and National Manuals of Uniform Traffic Control Devices (MUTCD), Ontario Traffic Manual, Traffic Association of Canada and relevant technical manuals; Occupational Health and Safety Act, Ontario Highway Traffic Act,
4. Knowledge of Planning Act, Municipal Act, and relevant municipal statutes would be an asset.
5. Demonstrated experience in review of transportation impact studies; transportation demand management, sightline review, intersection control, pavement markings, traffic signing, traffic calming devices and traffic safety.
6. Proven ability to review and assess site plans; make site access, circulation and safety recommendations regarding all road users; demonstrated experience reading and interpreting site plan and engineering drawings; road and right-of-way design; vehicle maneuverability through turning plan review.
7. Must have demonstrated excellent time management skills.
8. Must have demonstrated and highly effective communication (written and verbal) skills.
9. Experience in a computerized environment with proficiency in Microsoft Office Word, Excel and Outlook. Working knowledge of specialized traffic operations and planning programs such as Synchro, and other Traffic Engineering Software would be an asset.
10. Demonstrated knowledge and understanding of the use of the "business case" in making management decisions.
11. Demonstrated capability to manage all aspects of large, complex projects. Experience in delivering programs and services focused on the customer.

12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Demonstrated ability to effectively manage staff in a results-oriented and a predominantly unionized environment.
14. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public. Well developed ability to work with large public groups.
15. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
16. Valid Ontario 'G' class driver's licence.

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