

## **CITY OF HAMILTON**

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**

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

### **PROJECT MANAGER – TRANSPORTATION PLANNING NEW INITIATIVES - CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Manager, Transportation Planning, the Project Manager, Transportation Planning, will focus on meeting the City's vision and goals established as part of the transportation master planning process. You will assume the day-to-day responsibilities for the transportation planning elements of the Transportation Planning Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

#### **GENERAL DUTIES**

The Project Manager shall be responsible for the development and monitoring of performance indicators to identify the effectiveness of the policies, programs and infrastructure improvements implemented for various master plans, including the management of the City's long-range transportation model. The Project Manager will also lead various city-wide transportation initiatives and studies and will prepare sectional reports identifying how the performance measurement framework is meeting City and Provincial policies, strategies and plans related to transportation.

The Project Manager shall ensure that the initiatives (active transportation, transit, goods movement and sustainable mobility programs) outlined in the City-wide Transportation Master Plan are coordinated, managed and implemented in a manner that achieves the Vision, objectives and targets of the City in a cost effective, efficient and timely manner.

You will liaise between other divisions within Planning & Economic Development, Public Works and other departments to assist in the development and evaluation of policies that will ensure that TMP strategies are met through the development capital budgeting processes, as well as participating as a member of study teams for Secondary and Community Plans. You will liaise with Public Health and other internal agencies to educate, promote and advise on TMP initiatives and the benefits associated with them.

You will liaise with Provincial and Federal representatives in regards to potential funding opportunities to assist the City in meeting the targets set out in the TMP and monitor and review new legislation and policies.

The Project Manager will interact with consultants on City transportation planning projects including the preparation of terms of reference, oversee the collection of data and review/comment on consultants' reports and recommendations.

Represent the City on various agencies/committees and participate on various Corporate committees as required.

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

Develop policies and procedures related to Transportation planning practices.

Oversee the traffic forecasting and modelling operations of the City working with other Departments to obtain growth and employment projections and utilize modeling and growth projections to establish long-term transportation requirements for roads and public transit system.

Works collaboratively with other City staff on updates to the Hamilton Transportation Master Plan, Pedestrian Mobility Plan, Cycling Master Plan, Truck Route Study, and participates on study teams for neighbourhood or community transportation master plans. Organizes, coordinates and promotes events that relate to TMP initiatives and program implementation.

Makes recommendations related to Departmental capital budgets.

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

Possesses a high level of personal integrity and be an excellent communicator.

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

### **QUALIFICATIONS**

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a degree in Civil Engineering, Transportation Planning, Transportation Engineering or Planning, plus demonstrated progressive work experience or a combination of relevant education and relevant experience.
2. Member of, or be eligible for certification with the Professional Engineers of Ontario or Ontario Professional Planners preferred.
3. Extensive knowledge in the area of Transportation Master Plan development, sustainable transportation planning, transit planning, active transportation and transportation demand management programs, trends and developments as demonstrated through previous work experience.
4. Demonstrated knowledge and understanding of transportation and urban planning principles and the interrelationship between transportation and land use.
5. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.
6. Demonstrated working knowledge of computer software applications to support transportation planning including Geographic Information Systems (GIS), database applications, EMME or TransCad and graphics support programs.
7. Experienced in designing and delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. 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**