

## **CITY OF HAMILTON**

### **PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT** **TRANSPORTATION PLANNING AND PARKING DIVISION – SUSTAINABLE MOBILITY**

#### **MANAGER – ACTIVE TRANSPORTATION AND MOBILITY**

##### **SUMMARY OF DUTIES**

Reporting to the Director of Transportation Planning and Parking, the Manager, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as part of the Greater Toronto Area and Hamilton Smart Commute Initiative.

The position is also responsible for the delivery of the Cycling Master Plan, Bikeshare Program, Shared Use Mobility Programs (such as corporate carsharing), Community (including Community-based Social Marketing and Engagement), School (including school travel planning) and Employer (including Smart Commute) Sustainable Mobility Programs, integration of New Mobility (including micro-transit/mobility e.g. bikeshare) and other sustainable mobility Initiatives.

The position shall ensure that the Sustainable Mobility Program including Community, School and Employer, the integration of New Mobility, the implementation of Complete Streets and other sustainable mobility programs are delivered in accordance with City, Provincial and Federal guidelines in a cost effective, efficient and timely manner.

This position will be responsible for the implementation, monitoring and expansion of the Commercial E-scooter program

This position will be responsible for the implementation, monitoring and expansion of the Personal and Commercial Cargo E-bike program.

The position will supervise the implementation of the Cycling Master Plan and work with internal and external partners to delivery on and off-road cycling network and supporting infrastructure including short and long-term bicycle parking.

Oversee and lead the cross-departmental Integrated Active Transportation Delivery team and responsibility to report on the plan, progress and the milestones to the senior leadership team.

Implement, advise on, train staff and monitor the implementation of Complete Streets Design Manual, including providing technical design advice as it pertains to the implementation.

Oversee the Employer (Smart Commute Hamilton) Program, which includes supervision and oversight relating to budgeting, financial and activity reporting to the Provincial Government to demonstrate the program requirements and metrics have been met and provincial funding can be allocated. The manager will co-manage the program regionally with the other regional program leads in the greater Toronto and Hamilton area.

Prepares internal sectional reports and reports to Council for both Sustainable Mobility projects, the Smart Commute Program, New Mobility and Integrated Active Transportation Delivery Team identifying how operations performed against established benchmarks related to services, financial, administration and staff performance.

The position will identify, perform business cases and oversee various available grant applications to maximize funding opportunities to support the Sustainable Mobility Program in a fiscally responsible manner.

Prepare annual reports regarding the accomplishments of the Sustainable Mobility Program and progress on the Cycling Master Plan and applicable Transportation Master Plan actions as well as the progress of the New Mobility Program (including bike share and e-scooter share) and the Integrated Active Transportation Team.

Oversee the review of municipal policy and by-laws, provincial and federal policy and legislation, and other municipal planning studies to develop new policy and applicable policy amendments in order to implement TDM strategies for new developments, provide scope to the Capital Program Management System, input into applicable Environment Assessments and infrastructure designs, Secondary Plans, and urban design studies.

Manage TDM implementation including the Cycling Master Plan, bike share and corporate car share programs, Community-based Social Marketing and Engagement program, and other programs that comprise the Sustainable Mobility Program. In addition, the Manager will have a responsibility for investigating and recommending new procedures for improving the Transportation Planning and Parking's technical performance and undertake performance appraisal development reviews with staff reporting to the position.

### **GENERAL DUTIES**

Oversee the day-to-day responsibilities for Community, School and Employer (Smart Commute) Sustainable Mobility Program planning elements, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost-effective manner in accordance with City, Provincial and Federal policies.

Oversee the day-to-day operation of the Integrated Active Transportation Delivery Team, including eight direct reports that support this team and the sustainable mobility program.

Represent the City of Hamilton on the Smart Commute Technical and Technical Steering Committees as well as the Greater Toronto and Hamilton Area TDM Coordinating Committee.

Develop, coordinate and oversee the implementation and monitoring of trip reduction programs and services for City of Hamilton employees, City of Hamilton residents and cross-GTHA programs. Work with other municipal partners of the Smart Commute Initiative to implement Transportation Demand Management (TDM) and Transportation Management Association (TMA) programs and strategies. Supervise the organization, coordination and promotion of events such as transportation fairs etc. to promote travel options to commuters.

Supervise the organization, review of content, coordination and promotion of professional and public workshops, conferences and summits related to sustainable transportation programs, policies and best practices in order to facilitate partnerships and engagement, improve programming and develop new or refine/revise service delivery models.

Supervise plans for and implementation of sustainable infrastructure projects for cycling infrastructure, pedestrian infrastructure, bike parking, secure bike parking, bike sharing, e-scooter sharing and car sharing (station-based and free-floating) including feasibility studies, infrastructure design, complete streets implementation, location analysis, statistical analysis, program design and analysis.

Supervise the site analysis and infrastructure analysis and capacity services for active transportation infrastructure, employer sites, commercial sites and institutional sites to analyse travel demand, perform

location-based analysis for employee travel patterns, develop and deliver site improvement plans and metrics for measuring performance in addition to employer infrastructure improvement plans.

Manage and coordinate sustainable transportation projects relating to sustainable transportation infrastructure including cycling and pedestrian infrastructure, complete streets, bike parking, secure bike parking, e-scooter sharing, bike sharing, car sharing, and transit improvements.

Lead the integration of New Mobility from a sustainable transportation policy and complete-livable-better streets perspective and liaise with internal and external partners. This includes shared mobility (e.g. car share), micro-mobility (e.g. bike share), micro-transit (e.g. rideshare) and other forms of new mobility. Manage the bike share program and the e-scooter share program as the City contact, which manages the overall programs and interfaces with operator(s), coordinates station location moves, analyses usage data and ensures the on-going operating contract is properly executed to the City's satisfaction.

Provide extensive right of way management for active transportation, public bike share, and the commercial e-scooter program; and decision making when dealing with numerous legal and operational issues, contract management, legal agreements, licensing agreements, and related activities.

Oversee the medium-range planning portfolio including the integrated active transportation plan, complete streets, transit planning LRT AT integration, and construction mitigation, which requires engineering design knowledge; the manager is considered a knowledge broker in design and implementation of complete streets

Provide oversight on development application reviews to ensure that developments are in line with transit-oriented development guidelines and meet requirements for sustainable transportation infrastructure as required.

Develop communications and act as media spokesperson and key representative for Community and Employer Programs. Coordinate communications with Healthy and Safe Communities Division relating to School programs.

Participation in a variety of tasks/activities related to large construction projects, such as the City's Rapid Transit Initiative, including LRT and construction mitigation for major City projects.

Liaise and partner with internal and external partners to coordinate and deliver community-based social marketing initiatives, community engagement, research projects, and pilot projects as part of the sustainable mobility programs.

Manage the Corporate car sharing program including financial, promotional and monitoring elements, and liaise with shared-use mobility providers in the city.

Manage the Bike Parking program including promotional and monitoring elements.

Manage the Active and Safe School Travel Planning program in partnership with the Healthy and Safe Communities Division, including relationships with school boards, schools, parent councils and communities and the development and maintenance of school travel plans for each site.

Develop programs to track the success of the Sustainable Mobility Program services and programs, and to determine methods to improve the delivery of services. Supervise the development of promotional material for events and strategies.

Provide direction on research assignments relating to sustainable mobility, employer programs and related policies. Responsible for completion of progress reports to Council as part of Hamilton's role in the Smart Commute Program.

Responsible for liaison with elected officials, management and the private sector to promote travel options and sustainable mobility and cycling.

Establishes partnerships with both public and private sector to share information and receive feedback regarding the City's sustainable transportation needs, and site specific concerns.

Participate on various corporate committees as required.

Receives and answers inquiries of a technical nature from public, staff other departments, municipal and government agencies. Provide review and guidance in the implementation of complete streets and associated design manual, especially with respect to active transportation projects.

Makes recommendations related to Departmental current budgets and develops and maintains the Sustainable Mobility capital budget project IDs and operating dept ID.

Manages the Employer (Smart Commute) Program budget, including grant funding contributions, reporting on budget status and performance, and working with grantors to measure program performance and retain agreed upon funding levels.

Manage the overall Sustainable Mobility program budget including on-going consultant and vendor relationships required to run the various programs managed by the position. This includes filling budget requests, allocating expenditures, monitoring year over year performance and processing and accounting for revenues.

Work 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.

## **QUALIFICATIONS**

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a relevant University Degree and proven work experience plus demonstrated progressive work experience or a combination of relevant education and relevant experience.
2. Member of, or be eligible for certification with, respective professional associations, i.e. as a Professional Engineer in the Province of Ontario or a Registered Professional Planner is preferred.
3. Extensive knowledge in the area of sustainable transportation issues, complete streets analysis, feasibility and design, shared use micro mobility and new mobility, transportation demand management and TMA programs, trends and developments as demonstrated through previous work experience.
4. Demonstrated knowledge and understanding of transportation and urban planning principles, active transportation design, public transit planning and the interrelationship between transportation and land use.
5. Possess a record of technical competence, customer focus, staff delegation and empowerment.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.

8. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Posses highly developed analytical and business planning skills with a proven track record for long-term visioning and big-picture thinking.
13. 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
14. Proven ability to communicate effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
15. Knowledge of collective bargaining process.
16. Working knowledge of computer software applications.

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

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