

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

TRANSPORTATION PLANNING AND PARKING DIVISION – TRANSPORTATION PLANNING –100 KING STREET WEST

PROJECT MANAGER –SUSTAINABLE MOBILITY PLANNING – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Active Transportation and Mobility in the Sustainable Mobility Section, the Project Manager, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as part of the Sustainable Mobility Program and long-range transportation planning program.

The position will work with staff and consultants in a multi-functional workforce engaged in delivery and direction of services to the public, stakeholders and internal staff, related to Sustainable Mobility including: Transportation Demand Management (TDM); transportation research; complete livable better streets, active transportation planning, transportation related environmental assessments and long-range transportation planning.

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.

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.

Lead medium and long-range planning for the Smart Commute program pertaining to workplaces and sub area Transportation Management Associations; as well as support their implementation, modelling, evaluation and monitoring.

Support Active Transportation programs through medium and long-range planning projects, project charters, terms of references, consultant contract management, development, evaluation and monitoring pertaining to Micromobility programs, the Cycling Master Plan, Active Transportation Plan and other active transportation plans and programs.

Liaise with Provincial and Federal representatives in regard 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.

Work collaboratively with other City staff on updates to the Hamilton Transportation Master Plan, Pedestrian Mobility Plan, Cycling Master Plan, Active Transportation Plans, Complete Street design manual and supporting plans.

Organizes, coordinates and promotes events that relate to TMP initiatives and program implementation.

Support the development of business cases, initial corridor planning, EAs and public engagement for higher order transit projects.

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

GENERAL DUTIES

Perform site analysis and infrastructure analysis and capacity services for employer sites, commercial sites and institutional sites to analyze travel demand, develop demand forecasting models, perform location-based analysis for employee travel patterns, develop and deliver site improvement plans and metrics for measuring performance in addition to infrastructure improvement plans.

Manage and coordinate sustainable transportation projects, especially medium and long range planning projects, relating to sustainable transportation infrastructure including active transportation, shared-use mobility, micromobility, complete streets, school transportation, workplace transportation and transit.

Support the review and analysis of development applications to ensure that developments are in line with transit-oriented development guidelines, transportation demand management guidelines and meet requirements for sustainable transportation infrastructure as required.

Support research, policy and planning activities related to higher order transit networks including the BLAST network and rapid transit initiatives.

Develops programs to track the success of TDM/TMA services and programs, and to determine methods to improve those services.

Researches TDM/TMA policies and programs from other areas.

Responsible for completion of progress reports, annual reports, workplans and other planning tasks for Smart Commute, Active Transportation, Complete Streets, Shared-use Mobility and Micromobility.

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

Makes recommendations related to Departmental current budgets.

Work with various staff in the Planning and Economic Development department to provide a TDM and Sustainable Mobility lens in the review of Secondary Plans, EAs, Zoning By-law reviews and other policy projects.

Responsible for specific transportation policy initiatives and implementation schemes involving project-based events, programs, research projects and analysis work for multiple transportation modes, land uses, and public health initiatives.

Conduct and coordinate research and analysis for the delivery of sustainable mobility initiatives including but not limited to transportation demand management site analysis projects, bike parking, bike lanes, pedestrian access and amenities, transit connections and amenities, incentives, building and land uses, public realm and road design, integration with existing networks, amenities, event programming/implementation, web-based tools and websites, and electronic portals.

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

QUALIFICATIONS

1. Proven knowledge in an engineering, geography/environment studies or planning related program or with relevant experience related to the duties described, or an equivalent combination of education and relevant work experience.
2. Considerable experience working in the Sustainable Mobility and Transportation Demand Management field, including event planning and logistics, marketing and outreach experience, program coordination and policy analysis.
3. Extensive knowledge in the area of sustainable transportation issues, transportation demand management and TMA/TDA programs, trends and developments as demonstrated through previous work experience.
4. 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.
5. Demonstrated knowledge and understanding of transportation and urban planning principles and the inter-relationship between transportation and land use.
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. Possess a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Project Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.
11. Possess a high level of personal integrity and is an excellent communicator.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
14. Knowledge of collective bargaining process.
15. Demonstrated knowledge of computer software applications to support transportation planning including Geographic Information Systems (GIS), Adobe Illustrator, Adobe InDesign, database applications, EMME or TransCad, MicroStation or Autocad and other graphics support programs.

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