

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
(TRANSPORTATION PLANNING AND PARKING DIVISION -- LOCATION -- 100 KING STREET WEST
-- 9th FLOOR)

SENIOR PROJECT MANAGER, INTEGRATED ACTIVE TRANSPORTATION

SUMMARY OF DUTIES

Reporting to the Manager, Active Transportation and Mobility, the Senior Project Manager, Integrated Active Transportation acts as the central focus for all issues related to the integrated delivery of active transportation infrastructure including cycling lanes, pedestrian initiatives, trails, and end of trip facilities. They manage overall project delivery across multiple groups and project managers, whether they relate to new development, off-road trails, active transportation infrastructure, maintenance and infrastructure rehabilitation. They coordinate the work in partnership with all sections and departments that manage active transportation projects and are a part of the Integrated Active Transportation Delivery Team (IATDT).

GENERAL DUTIES

Act as the central focus for all issues related to on-street cycling, pedestrian initiatives, and trails..

Manage and coordinate specific projects related to feasibility, preliminary design, public consultation, final design and implementation, whether they are for new development, retrofits, trails, active transportation promotion, end of trip facilities, micro mobility, maintenance and active transportation facility rehabilitation.

Support the implementation, monitoring and updating the Integrated Active Transportation Plan (including the Cycling Master Plan, Recreational Trails Master Plan and Pedestrian Mobility Plan) inclusive of the City of Hamilton Complete Streets Guideline and Vision Zero Action Plan and ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and any city specific accessibility plans or requirements.

Advise Council of programming and work with internal staff and external agencies such as the Ministry of Transportation, Conservation Authorities, and City of Burlington to implement projects as per the Integrated Active Transportation Plan, in the future, revise and adjust priorities as projects are implemented and as demands change.

Responsible for all aspects of projects on the active transportation priority list as defined by the Integrated Active Transportation Plan and coordinate the design and implementation of these projects with the Transportation and the Engineering Services divisions in the Public Works Department.

Develop Feasibility Plans and preliminary feasibility designs for active transportation projects, including defining and documenting project requirements, scope, deliverables, timelines, resource requirements, and identify project risks.

Responsible for project plan development and project resource planning, design and implementation as part of the active transportation project management tasks and standard operation procedures along with the following:

- identification of project tasks
- estimated costs
- project schedules
- milestones and budget

Job Description #: A14170

- identification of project resources and skill requirements
- recruit project staff, coordinate and work in matrix reporting structure to assign work in coordination with functional manager
- determine allocation of financial resources to project tasks
- coordinate the stages of project design
- coordinate project implementation
- coordinate tenders, consultant contracts and related items

Promote teamwork and provide direction to cross-functional and cross-departmental teams, provide clearly defined goals and objectives, function as a mentor to project staff, motivate, coach and provide advice to staff on project issues and problem resolution.

Negotiate with vendors and contractors for supply of services.

Prepare oral and written presentations to management and Council and report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action.

Administer and monitor the budget for projects in accordance with established Corporate and Departmental procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to manager, associated managers of staff within the Integrated team, and associated Directors.

Coordinate public engagement related to active transportation projects and apply the International Association for Public Participation (IAP2) guidelines, tools and techniques, as well as the Hamilton Engagement Charter, during the project feasibility and design stages.

Identify organizational problem areas and prepare background research. Prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Prepare letters of agreement with external consultants and manage contracted work.

Investigate, develop, recommend and implement policies and procedures that enhance organizational effectiveness and create a supportive work environment.

Provide professional consultation to the Managers and Directors associated with the Integrated Team. Act on behalf of the Manager in his/her absence on the divisional management team and for other assignments as required.

Maintain professional competence in the discipline of project management.

Review incoming neighbourhood plans to ensure that active transportation facilities and pedestrian facility continuity are an integral part of neighbourhood design.

Consider the current active transportation infrastructure and determine those locations requiring repairs or rehabilitation such as poor pavement and deficient catch basins, which is coordinated through the various maintenance groups who are part of the Integrated Team

Undertake and promote activities on behalf of cycling such as reviewing the current cycling maps, city webpage and other opportunities to promote the use of cycling as an alternative to automobile use.

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Manage all issues related to the delivery of active transportation infrastructure that is overseen by the Integrated Team.

Oversee pedestrian infrastructure planning and implementation as per the guidelines / criteria as identified in the Transportation Master Plan.

Act as staff support to the active transportation committees of Council, both in a direct support role and in a coordination role where the City already has current capacity and expertise.

Provide general expertise in promoting walking as an alternative transportation form.

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.

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 for sustainable mobility.

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.

Manage external consultant & service contracts, related to the delivery of projects in the Integrated Active Transportation Plan.

Participate in strategic planning for the direction of the Integrated Team.

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; including in-direct report staff that influence the delivery of program and are a part of the Integrated Team

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

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

Provide professional consultation, including reports, to Management staff.

Perform other duties as assigned by the Manager or Directors on Senior Management Team which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a relevant University Degree in Civil Engineering and proven work experience or by obtaining a Diploma in an accredited Engineering Technologist's Course from a Community College 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 Certified Engineering Technologist is preferred.
3. Extensive knowledge in the area of sustainable transportation issues, 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 and the interrelationship between transportation and land use.
5. Possess a thorough understanding of the municipal planning process, engineering standards and field-related resource materials such as the Ontario Traffic Manual (OTM), Transportation Association of Canada (TAC) manuals, the National Association of City Transportation Officials (NACTO) guidelines, Transportation Engineering, Roadway Safety Principals, and Highway Traffic Act knowledge.
6. Possess an understand transportation systems equity concepts, all ages and abilities (AAA) design concepts, Complete Streets design techniques and evaluation methods, and the importance of behavior change as it relates to engagement and active transportation networks.
7. Possess a record of technical competence, customer focus, staff delegation and empowerment, and construction contract management.
8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication (written and oral), presentation, interpersonal and organizational skills.
10. Experienced in designing and delivering customer focused programs and services.
11. 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.
12. Possess a high level of personal integrity and is an excellent communicator.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

14. Thorough knowledge and understanding of statues, regulations and by-laws affecting the department/section.
15. Working knowledge of computer software applications.

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