

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT PLANNING DEPARTMENT – SUSTAINABLE COMMUNITIES 71 MAIN STREET WEST

PROJECT MANAGER – URBAN BOUNDARY EXPANSION - TRANSPORTATION

SUMMARY OF DUTIES

Reporting to the Program Lead Urban Boundary Expansion, this position undertakes various duties related to multi-modal transportation planning, relating to the urban boundary expansion applications and related secondary planning for lands that come into the urban area boundary. Including addressing climate change policies and sustainable development.

Work in a team environment that focuses on the processing, review and formulation of recommendations on applications to meet legislated timelines. Work closely with various internal stakeholders from Public Works and Planning and Economic Development Departments responsible for transportation and infrastructure.

Use a "best practices" approach, develop and deliver quality services in a timely and cost-effective manner.

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.

Directly responsible for reviewing and supporting the undertaking of various transportation impact studies and application of other transportation policies affecting urban area boundary expansion applications and associated secondary planning applications from a transportation planning perspective; conducts analysis in support of the review process; provide feedback and associated recommendations for all modes of transportation.

Directly responsible for reviewing and assessing applications the perspective of road system capacity, 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 roadway and right-of-way design; sight line analysis; and vehicle maneuverability through turning plan review.

Attend scheduled meetings with internal and external stakeholders at Development Review Team (DRT), Plan of Subdivision Team (POST) and Committee of Adjustment.

Prepare and defend witness statements at the Ontario Land Tribunal, attend and participate in mediation proceedings, collaborate and coordinate with other City participants as part of any potential planning decision appeals.

Provide leadership to the urban expansion team. Assist in promoting teamwork and integration between groups within the section and with other parties participating in cross-functional and cross-program initiatives.

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 assessments, vision zero and complete street principles normally

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acquired by attaining a three-year diploma 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. Knowledge of Transportation Association of Canada (TAC) Guide and relevant technical manuals; Occupational Health and Safety Act, Ontario Highway Traffic Act,
3. Knowledge of Planning Act, Municipal Act, and relevant municipal statutes would be an asset.
4. Must have demonstrated excellent time management skills.
5. Must have demonstrated and highly effective communication (written and verbal) skills.
6. Experience in a computerized environment with proficiency in Microsoft Office Word, Excel and Outlook. Knowledge and experience with specialized traffic operations and planning programs such as Synchro, EMME and other Traffic Engineering Software.
7. Demonstrated capability to manage all aspects of large, complex projects.
8. Highly effective facilitation, communication, presentation, interpersonal and organizational skills.
9. 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.
10. Experience with preparation of witness statements, materials, and participation in proceedings relating to the Ontario Land Tribunal is considered an asset.
11. Valid Ontario 'G' class driver's licence.