

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

GEOMATICS AND CORRIDOR MANAGEMENT – 77 JAMES STREET NORTH SUITE 320

RIGHT-OF-WAY COORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Corridor Management,, oversee programmes for encroachments and alley/road allowance/walkway closures. Maintains office records, compiles information and make recommendation via routine report to Committee and Council.

GENERAL DUTIES

Coordinate Permanent Road and Alley closures by determining validity of the application; collecting the appropriate fee; determining status of road or alley and deciding method of closure, i.e. through By-law or Judge's Order. Prepare and circulate "Notice of Closure" advertisement to municipal departments, utilities and public. Create and circulate "Notice of Meeting" to area residents.

Compile information and make recommendation via routine report to Committee and Council. Inform municipal departments of results and provide them with direction for method of closure.

Prepare, edit and track legal agreements both electronically through Teranet system and other databases for encroachments, temporary encumbrances and Outdoor Boulevard Cafés.

Determine type of encroachment agreement to register and create document as certified Teranet licensee and transmit to solicitor for execution.

Approve and sign encroachment agreements with "authority to bind" on behalf of the City.

Collect appropriate fees and insurance and register documents electronically and manually and deliver the original document to City Clerk.

Oversee encroachment contracts for news boxes, phone booths, mailboxes, bench advertising and bike racks on road allowance. Maintain database of locations. Determine and approve requests, installations/removals. Maintain and execute tenders and contracts. Write recommendation reports for successful company and oversee adherence to contracts and recommend termination when necessary.

Perform database and GIS entries into database and GIS applications.

Answer Inquiries and complaints via phone, email, in person and through correspondence from municipal departments, outside organizations, politicians, Provincial government and public.

Compose recommendation and policy/procedure reports to Committee and Council and correspondence regarding all of the above.

Maintain revenue statistics for billings.

Schedule and attend meetings with municipal departments, Councillors, outside agencies and public.

QUALIFICATIONS

1. Demonstrated knowledge and experience in Civil Engineering normally acquired through post-secondary education in a specialized field such as Civil / Architectural with CAD/GIS courses.
2. Extensive knowledge of and ability to interpret and apply Road Use and By-laws relating to road closures, encroachments, outdoor café applications and Boulevard parking in public spaces.
3. Demonstrated experienced in conducting land registry searches, making entries and deposits. Previous experience using land registry electronic system(s), such as Teranet.
4. Previous experience preparing, editing and tracking legal and encroachment agreements.
5. Must have previous experience working with GIS software. Demonstrated ability to add features to a GIS or web based mapping solution and update drawings.
6. Must possess excellent computer skills with proficiency using Word, Excel and Outlook.
7. Demonstrated ability to deal with customer requests for service and assistance; respond promptly to customer needs. Must be respectful of confidential information.
8. Demonstrated organizational skills with demonstrated ability to work within defined timeframes.
9. A Class "G" Driver's Licence would be an asset.