

# CITY OF HAMILTON

## **PUBLIC WORKS DEPARTMENT** **TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION**

### **SUPERINTENDENT ROADWAY SAFETY – NON-UNION**

#### **SUMMARY OF DUTIES**

Reporting to the Manager of Transportation Operations, the Superintendent Roadway Safety will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that traffic and roadway safety initiatives are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner.

#### **RESPONSIBILITIES**

The Superintendent will assume responsibility for the delivery of various technical, research and administrative duties related to Roadway Safety including; evaluation, planning, design and monitoring of traffic devices and roadway safety infrastructure to meet the growing needs of the residents and businesses of the City of Hamilton.

#### **GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Directing new and ongoing work programs as assigned for the Roadway Safety Program: traffic signs (regulatory, warning and information) installation and maintenance, roadway markings, installation and parking control signs and devices installations

Designing and implementing road safety neighbourhood improvement plans, including public consultation.

Delivers the Neighbourhood Road Safety Program, collision reports and analysis, collision counter measures, liaises with the Hamilton Strategic Road Safety Committee and develop Road Safety education programs applying Vision Zero principals.

Managing the traffic count and studies program.

Preparation of reports to standing committees.

Assists the Manager of Transportation Operations by performing managerial and technical duties related to the section, including

- assisting in preparing briefs for submission to standing committees, council, or other government agencies on traffic and transportation policy and specific topics as required
- assisting with capital and operating budget preparation

Manages traffic safety projects, work programs and external contracts by initiating studies and projects by preparing terms of reference to accomplish successful completion of the undertaking

Directing, coordinating and providing guidance to professional and technical staff, consultants and contractors in traffic studies, traffic operations and capital project undertakings

Monitoring and controlling traffic safety studies and capital project expenditures on assigned projects and

Resolving conflicts encountered on assignments, involving consultants, external agency or government representatives, contractors, etc.

Participates in external communication and consultation processes by attending or chairing various technical ad-hoc committees, and public meetings as required

Provide traffic engineering technical recommendations to Councillors and to Committees of Council at meetings and in reports and appear at Public Meetings to represent the City.

Acting as traffic safety technical expert and providing representation or comments as required to regional police, municipal staff and community groups

Maintaining liaison with Hamilton Police Services regarding traffic regulation enforcement matters

Receiving and answering inquires from staff, other departments, public, elected officials, contractors, lawyers, etc.

Evaluates effects of changes in legislation, polices, procedure or guidelines respecting traffic and transportation policies and recommends strategies to address impact on traffic management and responsibilities.

Manage and maintain the Traffic Bylaw, prepare amendments to bylaw for City Council approval.

Provides supervision, direction and support to subordinate staff by undertaking recruitment and training of professional and technical support staff, recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills, editing reports and communications by support staff as required.

Providing leadership and motivation of support staff as required and monitoring and evaluating performance of support staff.

Works 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.

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

### **QUALIFICATIONS**

1. Bachelor's Degree in engineering including traffic and transportation subjects or equivalent as a graduate from a recognized Community College in Traffic/Transportation Engineering. Licence to practice professional engineering in the Province of Ontario (P. Eng.) or eligible for OACETT registration as a technologist.
2. Certification as a Road Safety Professional (RSP) would be an asset.
3. Demonstrated significant traffic operations and roadway safety experience.
4. Possess a demonstrated record of strong leadership, technical competence, customer focus, innovation/creativity, team advocacy and is committed to results.
5. Knowledge of collective bargaining process.
6. Strong project management skills to manage multiple traffic and roadway safety projects, work programs and external contracts. Demonstrated ability to preparing terms of reference, monitoring and controlling of traffic studies. Managing capital project expenditures along with recommending payment and monitoring/ evaluating performance of contractors.
7. Previous experience effectively leading and managing staff. Ability to attract, select and train professional and technical staff, monitoring and evaluating performance, providing direction, leadership and motivation to staff. Ability to develop staff through coaching and mentoring to achieve their potential is required.
8. Strong working knowledge and technical ability to direct the implementation and maintenance of computer applications respecting traffic engineering and traffic operations functions including signal optimization, equipment inventory and traffic control device inventory. Experience with traffic-related software is highly desirable.
9. Demonstrated effective communication skills to prepare formal written reports to Council and sub-committees along with the ability to present/speak publicly by attending or chairing various technical ad-hoc committees, and public meetings as required. Daily verbal and written communication includes answering inquires from various city staff, public, elected officials, contractors and lawyers.
10. Strong planning ability with the technical knowledge to develop mid-range and longer-term plans related to the preparation of drawings and documents for the construction and modernization of traffic signals; the design of phasing and timing plans for traffic signals and control devices; traffic issues study and research; traffic flow analysis, modification and special traffic flow study design.
11. Motivated toward personal development and maintaining professional standing by keeping current on technical matters by reading technical journals, writing papers for submission to technical journals, making presentations on technical topics at educational institutions, participating in professional and technical societies' activities.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/division/section.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
14. Computer literary and proficiency utilizing Microsoft products for desktop and analytical purposes.

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

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