

## **CITY OF HAMILTON**

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

### **SUPERINTENDENT TRANSPORTATION ENGINEERING – NON-UNION**

#### **SUMMARY OF DUTIES**

Reporting to the Manager of Transportation Operations, the Superintendent will provide leadership to subordinate staff, in a multi-functional workforce engaged in design and project 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 transportation engineering 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 position will assume responsibility for the design, delivery and administration of various improvements, conduct research and develop technical standards related to transportation engineering including; evaluation, planning, design, implementation, construction administration and commissioning of traffic control devices inclusive of traffic control signals, PXO's, warning beacons and traffic management devices. The Senior Project Manager will also be responsible for pavement marking designs, signage, streetlighting and alternative transportation facilities including cycling and pedestrian facilities located within the municipal right-of-way.

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

Undertake, review, direct and administer traffic signal design, installation and maintenance upgrade projects as assigned: the preparation of drawings and documents for the construction and modernization of new and existing traffic signals, pedestrian control devices, contract administration and commissioning and project close-out/as-constructed records.

Conducts and leads a technical team in the performance of transportation engineering duties.

Assist in the development and monitoring of annual operating and capital budgets and accountable for determining, submitting, reviewing and reporting on annual capital budgets directly related to the successful delivery of the program.

Develop short term (0-5 years) and long range (5+ years) strategies and workplans that are in alignment with sectional, divisional, departmental and corporate strategic objectives. Utilize formal project management strategies and examine internal/external capacities and capabilities regarding delivery of the workplan.

Research, evaluate and develop standards and specifications, issuance of tenders, and making recommendation on procurement strategies and awards.

Instil a customer service focus in all activities. Attain and maintain currency with evolving standards and community and industry trends and best practices.

Recommend policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Set above average standards including meaningful performance and financial metrics and standards. Report to the management team, on a regular basis regarding the team's performance, fulfilment of workplans and other similar information.

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Actively facilitate proactive consultation and needs assessments with Transportation Systems, Traffic Operations, Street Lighting and other pertinent internal and external stakeholders for the planning, design, execution and commissioning of initiatives to ensure that they deliver a mutually beneficial and acceptable outcome.

Lead the streetlighting design group and provide guidance in assessing existing streetlighting infrastructure and identifying requirements for new streetlighting installations.

Review project charters and monitor capital forecasts from other divisions that may impact streetlights and/or traffic infrastructure and provide streetlighting/traffic infrastructure scope for all capital projects.

Support the team in identifying new streetlighting requirements for new developments, review designs and drawings

Manage inquiries from internal and external stakeholders including Councillors, residents, developers, and maintenance related to traffic control infrastructure improvements, cycling and pedestrian infrastructure and Street Lighting.

Responsible for ensuring proper liaison with the service delivery group so that the desired end product quality, quantity and timeliness is achieved. Ensure that the projects are vital to maintaining the safety and mobility for the residents and businesses of the City of Hamilton and provide key elements in the economic health of the City.

Ensure that the transportation capital program is provided in accordance with City and Provincial guidelines, in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Mission, Vision, Values and Goals.

Participates in external communication and consultation processes by: attending or chairing various technical ad-hoc committees, and public meetings as required, acting as traffic technical expert and providing representation or comments as required to regional police, municipal staff and community groups, maintaining liaison with regional police regarding transportation regulation enforcement matters, receiving and answering inquiries from other departments, public, elected officials, contractors, lawyers, etc.,.

Manage the operations and projects within the group to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance. Conduct regular internal safety audits of direct reports and work areas.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to senior management, members of City Council, City Committees and the public.

Collaborate and coordinate feasibility plan review, scope coordination, preliminary and detail engineering design, construction, operations and maintenance of cycling infrastructure in the City of Hamilton.

Prepare short-term and medium-term project prioritization workplans for cycling infrastructure projects jointly with other sections/departments as required.

Prepare short-term and medium-term workplan for pedestrian infrastructure project jointly with other departments /divisions and collaborate and coordinate planning, programming, design, construction, operations and maintenance of pedestrian infrastructure in the City of Hamilton.

Develop and maintain standards for traffic control infrastructure design, pedestrian and cycling infrastructure design and streetlighting design according to the Ontario Traffic Manuals (OTM Books), TAC design guides, MUTCD for Canada and other applicable Design Guidelines.

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.

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Monitor and record all the key KPIs and Metrics and routinely provide projects update to senior management

Continually investigate alternate techniques and technologies to ensure that optimum methods are being utilized. Utilize continuous improvement strategies to guide these efforts.

Design new policies, procedures and standards and monitor outcome.

Manage external contractor and consultant evaluation processes and operational contracts.

Attend meetings to represent the group, section or division and present information or plans of action to elected representatives, the public, police, media, other municipalities, technical organizations and outside government bodies. Respond to members of the public, elected representatives and other agencies verbally, electronically and in writing. Participate in legal proceedings on behalf of the City.

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.

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

Provide professional consultation, including reports, to the Superintendent, Manager, Director and/or General Manager.

Act on behalf of Manager in their absence on departmental management team or other assignments as delegated.

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

### **QUALIFICATIONS**

1. Post-secondary education in Civil Engineering or Transportation Engineering through completion of a degree. Proven experience and knowledge in transportation operations, traffic signal design and engineering theories and best practices.
2. Registered as a Professional Engineer with the Professional Engineers of Ontario.
3. Certification as Professional Traffic Operations Engineer (PTOE) would be an asset.
4. Certification as a Project Management Professional (PMP) would be an asset.
5. Must be technically qualified to assume responsibility for professional engineering services rendered to the public inclusive of the approval of traffic signal designs, pavement marking designs, and signage in accordance with the Ontario Traffic Manual Book 11 and 12 and other applicable guidelines.
6. Demonstrated, and extensive experience in project management of large and complex engineering projects, preferably in a municipal environment.
7. Knowledge of technical/engineering, manufacturing, installation and maintenance practices relevant to the work of the group.
8. Experience and knowledge in the area of contract administration and supervision, including specification and tender preparation, supervision, inspection and quality control/assurance of both engineering consultation and construction services.

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9. 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.
10. Demonstrated progressive supervisory skills.
11. Knowledge and understanding of the use of the “business case” in making management decisions.
12. Demonstrated capability to manage all aspects of large, complex projects.
13. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
14. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
15. Experience in delivering programs and services focused on the customer.
16. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
17. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
18. Demonstrated record of strong leadership, technical competence, customer focus, innovation/creativity, team advocacy and is committed to results. The incumbent will be an excellent communicator.
19. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
20. Knowledge of collective bargaining process.
21. Working knowledge of computer software applications.
22. Valid Ontario ‘G’ Class Driver’s Licence.

**THIS POSITION REQUIRES A VALID CLASS “G” DRIVER’S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

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

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