

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (CAPITAL PLANNING & IMPLEMENTATION DIVISION - STRATEGIC & ENVIRONMENTAL PLANNING – LOCATION – 77 JAMES ST. N.)

PROJECT MANAGER, TRANSPORTATION / TRANSIT - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Strategic Planning, the Project Manager, Transportation/Transit, will provide leadership to subordinate staff in a team environment that shall focus on providing the Transportation/Transit planning necessary for the City's growth and redevelopment.

The Project Manager shall ensure that Transportation/Transit planning activities are delivered in accordance with City and Provincial guidelines in a cost effective, efficient and timely manner.

Aid in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Possess a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Project manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

Possess a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

You will assume the day-to-day responsibilities for the Transportation/Transit planning elements of the Strategic & Environmental Planning Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

You will participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental issues utilizing your Transportation/Transit planning expertise.

The Project Manager will interact with consultants on City transportation planning projects including the preparation of terms of reference, oversee the collection of data and review/comment on consultants' reports and recommendations.

Oversee the traffic forecasting and modeling operations of the City working with other Departments to obtain growth and employment projections.

Participate in the preparation of master plans related to transit integration and bikeway systems.

Participate on various Corporate committees as required.

Recommend public consultation techniques and data requirements for Transportation/Transit projects.

Identify and evaluate procedures to complete Transportation/Transit planning activities.

Liaise with external agencies such as Ministry of Transportation, neighbouring municipalities, and other Provincial and Federal transportation associations.

Receive and answer inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Write reports, compose correspondence related to traffic and transit planning issues.

Direct and supervise technologist and support staff involved in Transportation/Transit planning process.

Develop policies and procedures related to Transportation planning practices.

Utilize modeling and growth projections to establish long-term transportation requirements for roads and public transit system.

Determine and estimate the capacity of existing roads and transit networks. Identify deficiencies and recommend solutions.

Make recommendations related to Departmental current budgets.

Represent City on various agencies/committees.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of Transportation Planning and Engineering normally acquired by obtaining a relevant University Degree and demonstrated work experience or by obtaining a Diploma from an accredited Community College in an Engineering Technologists Course and demonstrated progressive work experience or a combination of relevant education and relevant demonstrated progressive work experience.
2. Member of, or be eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario preferred.
3. Extensive demonstrated knowledge in the area of Transportation Planning.
4. A thorough understanding of Integrated Master Planning principles and the environmental assessment process gained through extensive practical experience.
5. Highly developed ability to articulate a vision to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
8. Experienced in designing and delivering customer focused programs and services.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications related to Transportation/Transit Planning.