

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (TRANSPORTATION DIVISION – LOCATION – 100 KING ST. W.)

DIRECTOR, TRANSPORTATION

SUMMARY OF DUTIES

Reporting to the General Manager, Public Works, the Director, Transportation provides strategic leadership, to a multi-functional team engaged in the delivery of a safe and efficient transportation network to the City Council, public and internal clients.

The Director is accountable for the operation, control, and management of the entire transportation network within the City of Hamilton. Acting as the Municipal Road Authority on behalf of the municipality and asset owner, provides advice and champions the long-term strategies, principles, and direction approved by City Council for managing the transportation network.

The Director is a key member of the Departmental Leadership Team of the Public Works Department.

The core job functions are:

Road Authority - Monitors operational and capital activities, develops guidance, and provides advice as it relates to the operation of the municipal transportation network and right of way. Acts as a key stakeholder relative to long-range strategic planning that ensures the sustainability of transportation programs and services. Uses a “best practices” approach to develop and deliver quality services. Establishes and achieves departmental goals and objectives.

Leadership - creating a workplace culture that demonstrates corporate values and specifically prioritizes people and performance; supporting continuous improvement to achieve service excellence through employee engagement, collaboration, and teamwork; supporting and championing the corporation’s Cultural Pillars.

Planning – leading long-range strategic planning that ensures the sustainability of Transportation programs and services; by using a “best practices” approach develops and delivers quality services; establishing and achieving departmental goals and objectives.

Employee Performance Management – ensuring that all staff are fully job competent, qualified and motivated to achieve excellence through their position; creating a customer service focus amongst staff; encouraging innovation and creativity, sharing and collaboration; leading a high functioning, results driven management team.

Program Performance Management - ensuring that all activities are performed in compliance applicable policies, regulations, plans, protocols, quality standards and budgets, implementing, facilitating and supporting continuous improvement initiatives as a core function.

Customer Service Management - ensuring that services are delivered in a manner that builds confidence in the Division’s services and that issues are addressed responsibly.

RESPONSIBILITIES

Assumes lead accountability and responsibility for the City of Hamilton transportation network to meet the needs of Council, staff, the public, residents and the businesses of Hamilton.

Establishes policies and strategies relative to the operation of the transportation network and acts as the key stakeholder to provide operational input to the design, build, operation and maintenance of the network in a way that ensures sound stewardship of public resources while delivering effective and efficient customer service.

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Responsible for the development and management of the Transportation Quality Management System.

Acting as the Transportation Asset Owner, oversees transportation asset management planning activities and the development, implementation, and control of technical service levels to meet Council approved service outcomes through the management of capital and lifecycle budgets.

Ensures desired outcomes through effective and consistent application of the City of Hamilton's Complete Streets Design Manual and Vision Zero Action Plan.

Acts as a key stakeholder by ensuring desired outcomes from the City of Hamilton's Transportation Master Plan.

Acts as executive sponsor/stakeholder on studies being conducted impacting the transportation network.

Chairs and leads internal coordinating committees (iTag and PMC) and external committees (MTO Liaison).

Adjudicates and documents exceptions to generally accepted standards and approved policies.

The Director is accountable to the General Manager of Public Works for the leadership and overall management of:

- Traffic Engineering and Road Safety programs
- Neighbourhood traffic strategies and programs
- Traffic signal operation and maintenance
- Roadway signs and markings
- Road maintenance and winter control
- Sidewalk repair/replacement/maintenance
- Capital rehabilitation and maintenance

All of which shall be managed in accordance with City and Provincial guidelines with minimal disruption to the public in the most effective and efficient manner consistent with the City of Hamilton Strategic Plan and Mission, Vision and Values, Public Works Business Plan: and the City of Hamilton Corporate Culture Pillars

GENERAL DUTIES

Monitors the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Using Performance measurement metrics builds and encourages staff commitment to strive for a consistently high level of performance in all areas of service delivery recognizing the underlying values of the department and City.

Oversees the development and monitoring of annual operating and capital budgets related to the transportation network.

Adjudicates and documents exceptions to generally accepted standards and approved policies.

Sponsors and supports continuous improvement initiatives within the transportation network and municipal right of way.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional opinion, advice and guidance through consultation, including reports, to Council and its Committees.

Develops studies, procedures and programs as assigned by the General Manager.

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Attends public meetings to present the city's position/actions to the public, media and outside government bodies. Participates, and regularly acts as main spokesperson, in discussions on Operations issues.

Responds to issues and queries raised by Council.

Ensures compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies.

Responds to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provides professional opinion, advice, and guidance through consultation, including reports, to Council and its Committees.

Provides leadership in short- and long-range planning activities for the Group by applying a strategic vision consistent with department and corporate goals.

Provides effective leadership in all areas of ongoing activity.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate, departmental, and divisional policies and procedures related to occupational health and safety.

Ensures that employees are provided with the use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

QUALIFICATIONS

1. Proven knowledge of engineering principles, practices and theories normally acquired through the completion of a University Degree in Engineering or engineering related discipline with speciality in Civil or Transportation Engineering with extensive senior management experience, preferably in a municipal environment.
2. Licensed with the Professional Engineers of Ontario as a practicing Professional Engineer (P.Eng.) is an asset.
3. Progressively responsible experience in the application of engineering theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets as it relates to transportation.
4. Highly developed analytical and business planning skills with a proven track record for long term visioning and big-picture thinking. Ability to articulate a vision to lead and inspire others.
5. Demonstrated record of strong leadership and guidance, team advocacy, staff delegation, empowerment, staff development and results orientation.
6. Demonstrated experience to effectively manage a large multi-disciplinary team of technical and professional staff, preferably in a unionized environment.
7. Demonstrated financial management skills in developing, implementing and monitoring operational and capital budgets.
8. Demonstrated experience in designing and delivering customer focused programs and services.

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9. Demonstrated successful experience in leading continuous improvement and change management initiatives and projects that shape culture and enhance service delivery.
10. Thorough knowledge of all Federal, Provincial, and Municipal regulations and standards related to the design, development, and provision of major projects including the Municipal Act, Environmental Assessments Act, Planning Act; Public Vehicles Act; Highway Traffic Act; Construction Lien Act; City policies and by-laws.
11. Proven commitment to the safety of employees with knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
12. Must possess strong interpersonal skills and communication skills with demonstrated ability to deal effectively with staff, management, elected officials and the public and demonstrated facilitation skills in order to build consensus.
13. Proven ability to write clear and concise reports.
14. Knowledge of collective bargaining process.
15. Working knowledge of computer software applications.

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