

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (TRANSPORTATION DIVISION – TRAFFIC OPERATIONS– 1375 UPPER OTTAWA ST. – TRAFFIC OPERATIONS CENTRE)

### PROJECT MANAGER, TRAFFIC ENGINEERING DESIGN & CONSTRUCTION - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Superintendent Transportation Engineering, the Project Manager, Traffic Engineering Design and Construction, will provide leadership in a team environment that shall focus on detail design and delivery of capital programs for installations and modifications of traffic control devices, traffic signals, pavement marking, traffic signs, retrofitting and new installation of PXO, IPS, MPS and bike infrastructures meeting the City's responsibilities as a leader and steward in optimizing transportation systems efficiency, air quality management, fuel and energy savings, in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager will be responsible to assess the feasibility of designing and constructing new traffic control infrastructure or modification of the existing traffic control infrastructure based on the suggestions and recommendations from roadway safety, transportation systems, and other sections and department.

The Project manager will be responsible for the design and delivery of capital programs for new traffic control infrastructures or modernization of existing traffic control infrastructures, in coordination with Traffic Operations, Engineering Services/AMS, and Development Engineering.

The Project Manager will create and write contract specification and special provisions, oversee the tendering and award process, manage and supervise contracted services including inspection and be responsible for all financial transactions related to this work.

This position will provide responses to staff, the public and council on Traffic Engineering related matters. The Project Manager will promote a service-oriented culture and focus within the Section. And promote teamwork and integration within the Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

The Project Manager shall aid in the preparation of sectional reports identifying how operations performed against established benchmarks related to services, financial, administration and staff performance.

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

The Project Manager shall be responsible for undertaking the detail design of new and modified traffic control devices relating to traffic control signals, PXO's, warning beacons, pavement markings, and traffic management devices. The Project Manager will be responsible for commenting on scope, reviewing intersection design, and drawing, reviewing pavement marking and signing plans for capital road construction projects. The Project manager will also look after traffic Control Device Specifications – Signs, Markings, Signals, review of railway level crossing regulation implementation, School zone flasher Installation, and Two-way road conversions.

The general duties and responsibility of the Project Manager Traffic Engineering Design and Construction will include but not limited to the following:

Identify project scopes pertains to new, retrofit and modernization of traffic control devices, traffic signals, PXO, IPS, MPS, traffic signs, pavement marking, and bike and pedestrian infrastructures.

Initiate, budget and program projects based on priority sequencing and develop short term (0-5 years) and long range (5+ years) strategies for the design and implementation, of the traffic control infrastructures including Capital and Annual budgeting.

Initiate design and drafting work and provide necessary direction to the designers to complete engineering drawings and design, get input and review comments from internal and external stakeholders and finalize the design.

Direct, supervise, and mentor technologists (designers), and develop traffic signal, traffic control devices and pavement marking designs in MicroStation and AutoCAD.

Prepare functional and detail roadway and intersection geometric design, temporary or permanent traffic control design, pavement marking and signage plan, by considering AODA compliances, bicycle and pedestrian facilities, transit facilities, traffic signal system equipment, and access management and utility clearances.

Produce pavement marking and signing plans for capital road construction projects including side walk and bike lane implementations.

Engage and manage Consultants effectively to receive their best knowledge, experience, expertise, and skills to solve problems that require external support and optimizing scope, and budget by providing clear expectations and effective communications and support in a timely manner.

Develop and maintain standards for design according to Ontario Traffic Manuals (OTM), TAC Geometric Design Guide for Canadian Roads, National Association of City Transportation Officials (NACTO) Design Guide, MUTCD etc.

Prepare tender documents and specifications, work orders and bill of materials for constructions including all works done internally.

Liaise with other departments, agencies and the public, as required and monitor Contractor performance, prepare construction reports, progress payments, approve invoices and estimate final expenditures etc.

Provide creative leadership and direction to staff within Traffic Operation section as well as other sections and communicate effectively in providing input to the design and specification for the development of Traffic Control Devices projects within integrated multi-disciplinary project delivery team.

Ensure that projects are delivered in accordance with City, Provincial and Federal guidelines in a cost effective and timely manner through the best use of financial and staff resources.

Ensure accuracy, completeness and quality of engineering deliverables including design, drawings, specifications, analysis, and estimate in compliance with the applicable regulations, standards, corporate procedures and sound engineering practices.

Develop policies and procedures for improved operations, stewardship and accountability, risk management and financial efficiency.

Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Liaise with the M.O.L., M.T.O., and other agencies, as well as professional associations, regarding the management programming strategies as required. Negotiate with agencies over grants, billing and subsidies.

Empower and develop reporting staff to perform their work in an independent manner.

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

## **QUALIFICATIONS**

1. Proven knowledge of traffic, transportation engineering practices and theories normally acquired by successfully completing a relevant university degree (i.e. civil or transportation engineering) and proven relevant work experience or by successfully completing an Engineering Technologist diploma from a recognized community college plus progressive relevant work experience.
2. Member of or 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. Proficiency with computer software applications and techniques for design and analysis work in the field of municipal engineering. Experience with CAD software is an asset.
4. Extensive knowledge of specific traffic engineering, traffic operations and traffic planning manuals and literature such as: Canadian Capacity Guide for Signalized Intersections, Manual for Uniform Traffic Control Devices for Canada, Ontario Traffic Manuals, Transportation Association of Canada Guidelines for Bicycle Facilities, Pedestrians etc.
5. Previous project management experience in managing large, complex, multi-faceted projects and applications.
6. Working experience with multi-disciplinary project teams in reviewing design, drawings, and supervising/directing project team members, engineering consultants, technical personnel and contractors.
7. Experience in complex traffic engineering project delivery with effective teamwork and communication, managing stakeholder expectations, and delivering high standards of work quality and organizational performance Practical experience in the application of statutes, regulations and by-laws affecting the department/section such as Occupational Health and Safety Act, Highway Traffic Act for Ontario, Municipal Act, City of Hamilton's zoning, streets, traffic and parking by-laws.
8. Possess a demonstrated record of technical competence, customer focus, staff delegation and empowerment.
9. Experience in investigating, recommending and implementing new procedures for improving technical performance.
10. Highly developed ability to articulate a vision to lead and inspire others.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
12. Demonstrated ability to effectively lead a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Proven working knowledge of spreadsheet, word-processing, presentation and other basic computer software applications.
15. Possess valid Class "G" Driver's Licence and provision of own car.
16. The Project Manager is to have experience working with unionized city staff as well as design and inspection consultants and traffic control device contractors. The Project Manager should have experience in the preparation, writing and management of contracts and standard procurement processes. The Project Manager should be familiar with the Capital budget process and financial transactions and processes.

**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.**