

# CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(OPERATIONS & MAINTENANCE DIVISION – TRAFFIC ENGINEERING & OPERATIONS – LOCATION – 77**  
**JAMES ST. N., SUITE 334)**

**PROJECT MANAGER, TRAFFIC ELECTRICAL SYSTEMS - CUPE 1041**

**SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Signals and Systems, the Project Manager, Traffic Electrical Systems, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as a leader and steward in optimizing transportation systems efficiency, energy saving and air quality management, in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager shall ensure that traffic systems improvements are planned, designed, implemented and managed in an efficient and effective way and 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.

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.

The Project Manager shall 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.

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

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop master project management plans involving internal and external resources. Coordinate resources to maintain scheduled project delivery. Report on project progress verbally and in writing.

Investigate and report on existing local and system-wide operational conditions. Develop policies and procedures for improved operations, stewardship and accountability, risk management and financial efficiency. Be results oriented and persistent in ensuring objectives are accomplished.

Prepare and recommend detailed plans for such projects as the upgrading of traffic signal communications systems, implementation of revised grounding and bonding standards and implementation plans, safety audits of existing and proposed traffic electrical installations, streetlight capital program, design and construction of new and revised traffic signals and accessible pedestrian signals. Ensure all requirements of a capital project (i.e. funding, cost estimating, design, staff and material resourcing, approvals and permits, etc.) have been met to enable the project to take place in the time frame forecast.

Research technical standards using all means available, including Internet, textbooks, literature review, personal visits and telephone contacts, as well as by developing and executing pilot and full-scale testing.

Develop tender documents and proposal requests. Evaluate tender results and RFP results and recommend preferred vendors. Project manage consultants and contractors, including authorizing progress payments.

Undertake detailed design work and field inspection of project quality as required.

Maintain records of work done, using formal asset management software, as required.

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

Participate and as required act as spokesperson in discussions/presentations on the topic of traffic systems improvements. Attend various informal or formal Committee/Council, public and technical agencies meetings as the City's representative, as required.

Liaise with the M.O.L., M.T.O., E.S.A. H.U.C., 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 that are directly related to the major responsibilities of the job.

### **QUALIFICATIONS**

1. Proven knowledge of traffic, electrical and/or electronic engineering practices and theories normally acquired by successfully completing a relevant university degree (i.e. civil or electrical 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. Demonstrated knowledge gained through practical experience in traffic signals engineering, operations, signal timing and construction techniques.
4. Previous experience in the application of electrical and electronic theory and practice as it relates to traffic signals, systems, control equipment, communications equipment, detection equipment, streetlighting systems and energy savings equipment/programs.
5. Previous project management experience in managing large, complex, multi-faceted projects and applications.
6. Extensive experience in contract management including enforcement of performance clauses, budgets and progress payments.
7. Highly developed ability to articulate a vision to lead and inspire others.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Demonstrated ability to effectively lead a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Practical experience in the application of statutes, regulations and by-laws affecting the department/section such as Occupational Health and Safety Act, Employment Standards Act, Ontario Traffic Manual, Highway Traffic Act for Ontario, ESA regulations, EUSA regulations, TAC and other streetlight manuals.

12. Proven working knowledge of spreadsheet, word-processing, presentation and other basic computer software applications.
13. Possess valid Class "G" Driver's Licence and provision of own car.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**