

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANST DIVISION – TRANSIT STRATEGY AND INFRASTRUCTURE SECTION – LOCATION – 2200 UPPER JAMES STREET)

SENIOR PROJECT MANAGER, TRANSIT INFRASTRUCTURE

SUMMARY OF DUTIES

Reporting to the Manager of Transit Planning and Infrastructure, the Senior Project Manager will be responsible for directing and managing all aspects of the planning and delivery of transit infrastructure, including managing the budget and financial aspects of projects, managing timelines, work plans and project staff. They will lead the infrastructure team of the Transit Planning and Infrastructure Section, using a "best practices" approach to develop and deliver quality services in a timely and cost effective manner. They will support the Manager in instilling a customer service focus in the Section. They represent the City's interests regarding all aspects of the projects and initiatives with the public, private and multi levels of government.

GENERAL DUTIES

Direct and supervise the staff in the Infrastructure team of the Transit Planning and Infrastructure Section.

The Senior Project Manager shall assume responsibility for infrastructure programs including planning, design, installation and implementation of individual elements of the City of Hamilton Transit program including maintenance and storage facilities, passenger amenities, infrastructure such as terminals, stations and stops and transit priority measures. The Senior Project Manager will also be responsible for administration and development of transit related agreements (e.g. shelter advertising, terminal development, transportation services licences) and, as the Infrastructure team lead, will provide input into long range and strategic transit initiatives such as, but not limited to, annual service plans.

The Senior Project Manager shall be responsible for ensuring project management framework and project management best practices, project plan development and project resource planning. They will provide leadership and support to project managers including the following project activities:

- development of terms of references including defining project scope;
- identification of project risks and develops strategies to minimize potential impacts;
- identification of project tasks;
- estimation of costs;
- development of project schedules;
- identification of milestones and budget;
- identification of project resources and skill requirements; and,
- determining allocation of financial resources to project tasks.

The Senior Project Manager monitors and benchmarks best practices on a continuous basis.

The Senior Project Manager shall manage project funding, monitor budgets and maintain schedules with the ultimate goal of delivering within budget scope.

Provide assistance to the Manager in the development of the ten year capital forecast and annual capital and operating budget as it relates to transit infrastructure.

Develop request for proposals, tenders, and requests for information, evaluate consultant submissions, recommend selection and oversee consultant work/projects.

The Senior Project Manager shall serve as project lead for transit infrastructure projects including representation at departmental/corporate meetings and external committees involving other levels of government and agencies.

The Senior Project Manager shall develop capital and infrastructure strategies, in alignment with corporate goals and objectives. They are also accountable for:

- formulating technical reports, updates and presentations regarding transit projects;
- reviewing and providing recommendations for review by the Manager and on various City policies and plans that may impact on any current or future transit initiatives; and,
- providing professional advice and recommendations to City Council, Corporate staff, and members of the public and applicable stakeholders.

Ensure compliance with City policies, procedures, rules, regulations and safe working practices.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Ensures that employees are provided with and 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 the position.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

QUALIFICATIONS

1. Demonstrated competence in transportation/transit planning or engineering, normally acquired by attaining a degree in engineering and/or urban planning or any combination of education, training and experience deemed equivalent.
2. Registered as a Professional Engineer in the Province of Ontario or member of the Canadian Institute of Planners preferred.
3. Previous extensive experience in the area of transportation/transit planning and trends and extensive project management experience managing large complex projects including budgeting and fiscal control in a public or private sector transportation organization. Experience managing transit infrastructure projects.
4. Proven organizational, analytical and problem solving skills and the ability to work with very tight deadlines and competing priorities.
5. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
6. Excellent written and verbal communication skills, facilitation skills and presentation skills.
7. Experience in organizing, presenting, facilitating and negotiating with diverse stakeholders and user groups and ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

8. Must possess intermediate to advanced computer skills including thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project, Microsoft ACCESS (database management) and web-based applications an asset.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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