

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT (TRANSPORTATION AND PLANNING DIVISION – LOCATION – 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER, ALTERNATIVE TRANSPORTATION – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, Transportation and Planning Services, acts as the central focus for all issues related to on-street cycling and manages specific projects, whether they relate to new development, off-road trails, cycling promotion, spot repairs and maintenance and cycling facility rehabilitation.

GENERAL DUTIES

Act as the central focus for all issues related to on-street cycling.

Manage specific projects, whether they relate to new development, off-road trails, cycling promotion, spot repairs and maintenance and cycling facility rehabilitation.

Support the rewrite of Shifting Gears by managing the consultant assignment, and coordinating the Environmental Assessment process with Capital Planning and Implementation.

Advise Council of programming and to work with CPI and other external agencies such as the Ministry of Transportation, Waterfront Regeneration Trust, Hamilton Conservation Authority, and City of Burlington to implement projects as per the Shifting Gears list and then, in the future, revise and adjust priorities as projects are implemented and as demands change.

Design, plan, implement, and coordinate all aspects of projects on the priority list as defined by the revised Shifting Gears.

Define and document project requirements, scope, deliverables, timelines, resource requirements, and identify project risks.

Responsible for project plan development and project resource planning along with the following:

- identification of project tasks
- estimated costs
- project schedules
- milestones and budget
- identification of project resources and skill requirements
- recruit project staff, coordinate and assign work
- determine allocation of financial resources to project tasks

Promote teamwork and provide direction to cross-functional and cross-departmental teams, provide clearly defined goals and objectives, function as a mentor to project staff, motivate, coach and provide advice to staff on project issues and problem resolution.

Negotiate with vendors and contractors for supply of services.

Prepare oral and written presentations to management and Council and report regularly on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action.

Administer and monitor the budget for projects in accordance with established Corporate and Departmental procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to manager.

Job Description #: 6170

Identify organizational problem areas and prepare background research. Prepare Requests for Information (RFI) and Requests for Proposals (RFP) to access external expertise when required. Prepare letters of agreement with external consultants and manage contracted work.

Investigate, develop, recommend and implement policies and procedures that enhance organizational effectiveness and create a supportive work environment.

Provide professional consultation to the Manager and Director as required. Act on behalf of the Manager in his/her absence on the divisional management team and for other assignments as required.

Maintain professional competence in the discipline of project management.

Review incoming neighbourhood plans to ensure that bike facilities and pedestrian facility continuity are an integral part of neighbourhood design.

Consider the current cycling infrastructure and determine those locations requiring repairs or rehabilitation such as poor pavement and deficient catch basins.

Undertake and promote activities on behalf of cycling such as reviewing the current cycling maps, city webpage and other opportunities to promote the use of cycling as an alternative to automobile use.

Act as the central focus for all issues related to pedestrians, mobility and "walkability."

Assist in coordinating pedestrian infrastructure planning and implementation as per the guidelines / criteria as identified in the Transportation Master Plan.

Act as staff support to the proposed Pedestrian Sub-Committee, both in a direct support role and in a coordination role where the City already has current capacity and expertise.

Provide general expertise in promoting walking as an alternative transportation form.

Perform other duties as assigned by the Manager or Directors on Senior Management Team which are directly related to the normal functions of the job as defined.

QUALIFICATIONS

1. Demonstrated competence in bicycle facility design and operations and pedestrian facility design and operations, normally acquired through a degree in traffic engineering, geography or parallel disciplines; or suitable experience in a related discipline pertinent to the job functions combined with project management experience.
2. Progressive experience in project management, budgeting and fiscal control in a unionized public or private sector organization. Project Management designation and experience in transportation sector an asset.
3. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
4. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
5. Ability to plan, organize and lead project and project teams.
6. Excellent written and verbal communication skills, facilitation skills and presentation skills, a team leader and mentor possessing highly developed negotiation and conflict resolution skills.
7. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.

Job Description #: 6170

8. Must be able to work in an independent and confidential manner, making sound judgements based on results of research and/or fieldwork.
9. Ability to deal effectively with management, peers, staff and the general public.
10. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Must have above average analytical and problem solving skills.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Experience supervising a unionized workforce would be an asset.

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