

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES – GEOMATICS & CORRIDOR MANAGEMENT – LOCATION – 77 JAMES ST. N.)

SENIOR PROJECT MANAGER, CORRIDOR MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Manager of Geomatics & Corridor Management, the Senior Project Manager, Corridor Management will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery of services to the public and internal clients. Recommend policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that Traffic Planning Services, the City of Hamilton's Street Lighting program and the Right of Way, Utility Co-ordination activities are delivered in accordance with established guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Instill a customer services focus with subordinate staff in the section.

Implement strategies to improve effectiveness and efficiency. Set above average standards and leads by example. Function as a mentor to subordinate staff.

Responsible for the corridor management programming associated with design and capital planning projects through the direction of in house staff and consultants.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be results orientated.

Possess a high level of personal integrity and be an excellent communicator.

RESPONSIBILITIES

You will assume responsibility for all aspects of Corridor Management including the delivery of traffic planning services, the City of Hamilton's street lighting program, the Right of Way, utility coordination program and the customer service administration for the Engineering Services Section. You will be responsible for ensuring through liaison with the various service delivery groups that the desired end product quality, quantity and timeliness is achieved to meet the growing needs of the residents and businesses of the City of Hamilton.

The Senior Project Manager, Corridor Management is accountable to the Manager of Geomatics & Corridor Management and ensures that the Corridor Management programs are provided in accordance with City and Provincial standards with minimal disruption to the public and in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide creative leadership and direction to subordinate staff. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop, recommend & implement short term and medium term goals & objectives and develop strategies & work plans to achieve sectional, departmental and corporate objectives in accordance with federal, provincial and municipal legislation and following best engineering practices and principals.

Be accountable for achieving section and departmental goals through effective and efficient use of financial & staff resources. Use a best practice approach to develop & deliver quality services in a timely and cost effective manner.

Implement strategies to improve effectiveness & efficiency. Instil a customer service focus in all activities.

Recommend policy & improvement strategies in the delivery of services to meet mandated goals & objectives. Evaluate financial, administrative & staff performance against internal & external benchmarks.

Set above average standards & lead by example. Function as coach to subordinate staff. Possess a demonstrated record of leadership & guidance, strategic planner with technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment & staff development and be results orientated.

Oversee the planning, programming, operations & projects within the group to ensure safety, service quality, cost effectiveness & timely delivery of services, environmental & legislative compliance.

Ensure compliance with Provincial & Federal statutes & regulations & municipal by-laws & policies, with specific regard for the Occupational Health & Safety Act, Electrical Safety Authority Statutes & Regulations, Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA).

Assist the Manager in the development & monitoring of annual operating & capital budgets.

Provide leadership & coaching through consultation with an effective supervisory & administrative team.

Design implementation plans to introduce new policies, procedures, standards to subordinates within the section & monitor the outcome.

Assist the Manager in responding to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to the Manager, Director and / or General Manager.

Act on behalf of Manager in his / her absence on departmental management team or other assignments as delegated.

Participate in strategic planning for the direction of the section.

Represent the section, division, department and/or the City in formal or informal meetings with elected representatives, the public, other municipalities, technical organizations and the press. Participate in legal proceedings on behalf of the City.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

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

QUALIFICATIONS

1. Extensive demonstrated knowledge and experience of civil engineering practices normally acquired by obtaining a degree or diploma in civil engineering or a relevant discipline or a combination of education and relevant work experience.
2. Member of or eligible for certification with Ontario Association of Certified Engineering Technicians and Technologists (OACETT) or Professional Engineers of Ontario preferred.
3. Must have previous experience leading and managing staff in an engineering related environment. Preference will be given to those candidates with experience in a unionized environment.
4. Must have previous project management experience with the ability to manage all aspects of large, complex projects preferably related to development or redevelopment.

5. Must have knowledge and experience including strong financial skills in the area of utility and street lighting related to municipal projects.
6. Proven knowledge of operational practices relevant to the work of the group.
7. Experience in the area of contract supervision, including specification preparation, supervision and quality control/assurance.
8. Experience in management decision making.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Well developed ability to work with large public groups.
10. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experience in delivering programs and services focused on the customer.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
14. Knowledge of collective bargaining process.
15. Working knowledge of computer software applications.
16. Valid Ontario 'G' Class Driver's Licence.