

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

PROJECT MANAGER, CORRIDOR MANAGEMENT - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Corridor Management, the Project Manager, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as a leader and steward in the delivery of technical and administrative services to the public, internal clients and external customers.

The Project Manager shall ensure that departmental goals and objectives are achieved through the effective and efficient use of financial and staff resources. Use a "best practices" approach develop and deliver quality services in a timely and cost effective manner. Implement strategies to improve effectiveness and efficiency.

The Project Manager will promote a service-oriented culture and focus within the section and instil a customer service focus in all activities and attain and maintain currency with evolving standards and community trends.

The Project Manager shall recommend policy and improvement strategies, in the delivery of services to meet mandated goals and objectives. Evaluate financial, administrative and staff performance against internal and external benchmarks. Deliver technical information to various committees, Councillors, other City departments, outside agencies, contractors and the public.

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 in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager shall possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and be results orientated.

RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO)

Responsible for all aspects of design and coordination associated with corridor planning and road use management. The Project Manager is directly responsible for reviewing development proposals from a corridor planning perspective and managing the traffic counts and studies program and input to the roadway construction process. The Project Manager will ensure through liaison with the various service delivery groups that the desired end product quality, quantity and timeliness is achieved. This program is vital to maintaining roadway safety and mobility for the residents and businesses of the City of Hamilton.

Ensure that all Corridor Planning and counts/studies programs are provided in accordance with city and provincial guidelines, in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Mission and Vision.

Manage the operations and projects within the group to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Ensure compliance with Provincial and Federal statutes and regulations and municipal by-laws and policies, with specific regard for the Occupational Health and Safety Act.

Assist in the development and monitoring of annual operating and capital budgets.

Continually investigate alternate techniques and technologies to ensure that optimum methods are being utilized. Design new policies, procedures and standards and monitor outcome.

Manage external consultant or service contracts.

Participate in strategic planning for the direction of the section.

Attend public meetings to present the city's position/actions to the public, media and outside government bodies. Respond to members of the public, elected representatives and other agencies verbally, electronically and in writing. Represent the group, section, division, department and/or the City in formal or informal meetings with elected representatives, the public, police, other municipalities, technical organizations and the press. Participate in legal proceedings on behalf of the City.

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

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

Promote teamwork and integration between groups within the section and with other parties participating in cross-functional and cross-program initiatives.

Assist the Senior Project 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 the Senior Project Manager in his/her absence on departmental management team or other assignments as delegated.

QUALIFICATIONS

1. Formal management training preferred with experience in a supervisory role.
2. Proven demonstrated knowledge of Corridor Planning normally acquired by attaining a diploma from a three year Community College Course in Transportation Planning Technology or Transportation Engineering or by obtaining a C.E.T. designation with extensive related and progressive experience. Alternate combinations of formal training and practical experience will be considered as a substitute.
3. Knowledge of operational practices relevant to the work of the group.
4. Experience and knowledge in the area of contract supervision, including specification preparation, supervision and quality control/assurance.
5. Demonstrated knowledge and understanding of the use of the "business case" in making management decisions.
6. Demonstrated capability to manage all aspects of large, complex projects.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Well developed ability to work with large public groups.
8. Demonstrated ability to effectively manage staff in a results oriented environment and in a predominantly unionized environment.
9. Experience in delivering programs and services focused on the customer.

10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications.
14. Valid Ontario 'G' class drivers licence.

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
