

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION DIVISION – TRANSPORTATION OPERATIONS – ROADWAY SAFETY, LOCATION – 703
HIGHWAY 8, STONEY CREEK)

PROJECT MANAGER, ROADWAY SAFETY - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Roadway Safety, the Project Manager, Roadway Safety, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as a leader in Vision Zero, Roadway Safety initiatives 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. Uses a "best practices" approach develops and delivers quality services in a timely and cost-effective manner. Implements strategies to improve effectiveness and efficiency.

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

The Project Manager shall recommend policy and improvement strategies, in the delivery of services to meet mandated goals and objectives. Evaluates financial, administrative and staff performance against internal and external benchmarks. Delivers 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.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

The Project Manager is directly responsible for the administration and implementation of key action items as defined in the City of Hamilton Vision Zero Action Plan 2019-2025 and the Hamilton Strategic Road Safety Program.

The Project Manager will ensure through liaison with the various stakeholder 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.

Ensures that the Roadway Safety program is provided in accordance with City and Provincial guidelines, policies and procedures in the most effective and efficient method possible, and in a manner consistent with the City of Hamilton Mission and Vision,

Assists in the development, implementation and monitoring of multiple road safety programs

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

Continually investigates alternate techniques and technologies to ensure that optimum methods are being utilized.

Designs new policies, procedures, standards and monitors outcome.

Manages external consultant or service contracts.

Participates in the development of road safety strategic planning for the direction of the group and section.

Attends public meetings to present the City's position/actions to the public, media and outside government bodies. Responds to members of the public, elected representatives and other agencies verbally, electronically and in writing. Represents 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. Participates in legal proceedings on behalf of the City.

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

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

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

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 as well as insures that staff are working in accordance to Health and Safety legislation, including investigations and reporting.

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

QUALIFICATIONS

1. Formal management training preferred with experience in a supervisory role. Demonstrated previous supervisory experience.
2. Proven demonstrated knowledge and experience in a transportation environment normally acquired by obtaining a diploma or degree in Civil or Transportation Engineering. Alternate combinations of formal training and practical experience will be considered as a substitute. C.E.T. designation or P.Eng preferred.
3. Experience and Knowledge related to an understanding of Vision Zero, Traffic Calming, Automated Enforcement and Network Screening/Safety Performance Functions.
4. Experience and knowledge in the area of contract supervision, including specification preparation, supervision and quality control/assurance considered an asset.
5. Demonstrated knowledge and understanding of the use of the "business case" in making management decisions an asset.
6. Demonstrated capability to manage all aspects of large, complex projects considered an asset.
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 preferred.
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 agreements.
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.