

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

TRANSPORTATION OPERATIONS & MAINTENANCE – 703 Hwy 8, Stoney Creek

TRANSPORTATION COORDINATOR

SUMMARY OF DUTIES

Reporting to Senior Project Manager, Transportation, this position undertakes various duties for promoting teamwork and integration within the Division, with customers and other parties participating in cross-functional and cross-program initiatives. Provides recommendations for the continuous improvement of the project management process and improvement strategies in the delivery of the services to meet mandated goals and objectives.

This highly motivated individual will assist with functions relating to capital project scope preparation, review and comment on capital project design drawings and studies related to future development within other Divisions or Departments.

Assist the Senior Project Manager, Transportation in the coordination and delivery of divisional initiatives, including (but not limited to) coordination and implementation of work with various internal groups within the City as well as external agencies (such as Railways, Ministries and Conservation Authorities etc.), submission of scope into the Capital Project Management System (CPMS), and reviewing and preparing project management documentation (like Charters, Scope, Schedules, Proposals, Invoices etc.).

The successful applicant is accountable for achieving departmental and divisional goals and objectives through the effective and efficient use of financial and staff resources; uses a "best practices" approach to develop and deliver quality services in a timely and cost effective manner; recommends and implements strategies to improve effectiveness and efficiency; instils a customer service focus in all activities within scope of responsibilities. They will also be a critical contributor to the team assisting in the coordination, analysis, and process review of all projects within the Division, and will assist with monitoring, analysis and reporting on the program delivery performance metrics.

GENERAL DUTIES

Responsible for maintaining, administration, and management of the Capital Project Management System (CPMS) dashboard for the division. Coordinates with responsible staff within the division to input various scope of work into the CPMS dashboard. Monitors CPMS and coordinates with pertinent staff to ensure that scopes are entered and are revised as necessary. Coordinates and participates in meetings to resolve any conflicts involving scope either within the Division or externally (outside the Division).

Responsible for document control, project schedule tracking, co-ordination of works internally (within Division) and externally (across Divisions and with external authorities and partners, e.g. Rail authorities and Ministries), and project monitoring. Regularly reports status of current capital projects.

Responsible for coordinating Traffic Control and any required Road Closures related to the planned maintenance activities by the Railway Authorities with the pertinent sections internally and externally, and associated communication/media releases to the other impacted stakeholders (such as Emergency Services, Public office bearers, businesses & residents, and MTO etc.,)

Play an integral role in promoting teamwork and integration within the Division, with other Divisions, other Departments and other parties participating in cross-functional and cross-program initiatives to facilitate interdepartmental co-ordination of capital project initiatives.

Coordinate the (internal and external) requests for review of design drawings and technical reports with various groups within the Division and provide any comments (received from the reviewing group) back, as required. Coordinates with other Departments/ Divisions/Sections to support the application of efficient practices, reduce redundancies, and improve communications relating to the review process.

Liaise with both internal and external stakeholders, including Procurement, Finance, Planning and external consultants.

Assists with the execution of divisional programs and projects managed by Senior Project Manager, from planning to implementation and ensures coordination through the responsible Manager(s).

Coordinates Divisional programs, including providing reports, financial analysis, assisting with budget preparation and budget reviews.

Assist in the development and coordination of the sectional annual report for the division.

Review and payment of all invoices to ensure accuracy of amounts, account details, purchase order numbers and follow up on any discrepancies with Finance and consultants.

Tracks and monitors financial transactions, both operating and capital, as necessary.

Recommends and implements strategies to improve effectiveness and efficiencies of processes and projects. Participates in continual improvement reviews on development reviews, protocol, and procedures, templates and forms, and suggests/undertakes required changes.

Maintain database that centralizes key project information related to processes, project scope, cost and schedule. Ensure a methodical and sustainable approach for data collection and entry, process automation, workflow management, records and information retrieval.

Assist with conducting operational review, continuous improvement and feasibility studies for the division in consultation with the applicable Managers. Coordinate the monitoring and analysing of the program delivery performance metrics, and allocations to ensure that work plan objectives are being achieved.

Recommends policy and improvement strategies in the delivery of projects to meet mandated goals, objectives and deadlines.

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.

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

QUALIFICATIONS

1. Proven experience and knowledge in business operation and Transportation Engineering theories, normally acquired by obtaining a bachelor's degree or a Diploma in Civil Engineering, Transportation Engineering, Business Administration or a relevant discipline, or a combination of equivalent education and relevant work experience.
2. Thorough knowledge of computer software applications and proficiency in Microsoft Office Word, Excel and Outlook.
3. Proven experience and knowledge in providing quality customer service.
4. Proven experience and knowledge in project coordination
5. Expertise in Transportation Engineering procedures
6. Preference would be given to individuals with a C.E.T. Accreditation or any formal management/supervisory training or experience.

7. Knowledge and understanding of the use of the “business case” in making management decisions.
8. Effective leadership, facilitation, communication, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage themselves and other staff in a result oriented and predominantly unionized environment.
10. Ability to deal effectively with management, peers, staff, suppliers, internal and external clients and the general public.
11. Thorough knowledge and understanding of corporate policies affecting the department/section.
12. Valid Ontario Class “G” driver’s license, or a means of alternative transportation.
13. Knowledge of Occupational Health and Safety Act, Ontario Highway Traffic Act, Planning Act, Municipal Act, and relevant municipal statutes.
14. Possesses a demonstrated record of guidance, customer focus, innovation/creativity, team advocacy and is results-oriented.
15. Possesses a high level of personal integrity and is an excellent communicator.
16. Is a highly motivated team player, possesses professional oral and written communication skills and strong multi-tasking skills.
17. Sets above average standards and leads by example.

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