

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(TRANSPORTATION DIVISION – PROGRAMS & CONTRACTS – LOCATION – 703 HIGHWAY NO. 8)**

WINTER ROAD MAINTENANCE & SPECIAL PROJECTS CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Project Manager – Programs and Contracts Roadway Maintenance, the Winter Co-ordinator is responsible for providing various services to a multifunctional work group engaged in the coordination and implementation of Roadway Maintenance related Winter programs, special projects and improvements affecting Roadway Maintenance activities, the public, internal and external stakeholders, customers, vendors and contractors.

GENERAL DUTIES

In consultation with the project manager, this position will assist in coordinating winter contracts, in relation to renewal documentation, tracking, communication, budget review and ensuring deadlines are adhered to.

Uses a best practices approach to direct contractors, consultants, programs and projects related to the maintenance of Roadway Maintenance, winter control and operational services and special projects by ensuring effective and efficient use of staff, financial and equipment resources.

Assists in the preparation of tenders, quotations and implementation strategies for Roadway Maintenance and winter control programs and special projects. Evaluates issues and prepares estimates, quotes for Roads maintenance and winter control related special projects. Implements and monitors regular maintenance inspection programs.

Monitors and assesses working capacity of existing winter contracts, contractors and route assignments. In relation to reviewing items such as but not limited to: equipment needs/types, route structures, materials, road analysis. Develops and maintains a computerized Data base including input, manipulation and retrieval of data.

Assists in the forecasting and planning of winter maintenance needs due to development, road network increases, new assets (i.e. sidewalks, transit stops) staff shortages, new technology, materials, equipment, applications.

Assists Roadway Maintenance District staff with investigating winter contractor route completion, GPS/AVL review, material and plow sensor activation/usage.

Develop and delivery of various reports, using Microsoft Office Suite applications, Google Earth. Hansen/Infor or equivalent work order system software. Design and produce PowerPoint presentation for delivery to various internal, external stakeholders, and contractors.

Reviews for accuracy and confirms ordering details with internal staff, external sources, vendors on material shipments, invoice quantities, pricing, and payments.

Reviews and provides general inventory for various roadway network, route compliance, winter materials and usage.

Develops and maintains relationships with internal and external stakeholders through staff, contractors and consultants.

Meet and work with other internal departments and sections in multi-divisional for winter maintenance activities, contractor deficiencies, asset maintenance ownership, costing allocations and ownership reviews.

Investigates and assists in the development of new/revised policies/procedures for improving the Section's technical operations/services as it relates to winter control. Researches, evaluates and recommends work related procedures for route completion, allocation planning activities.

Operate office equipment such as, but not limited to copier, scanner and printer.

Assists in the preparation of reports and correspondence related to winter maintenance issues including operational/technical performance, continuous improvement and climate lens.

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.

Researches new technology and methodologies to improve field maintenance operations, training, etc.

Performance of other duties as assigned related to the core responsibilities of the position with minimal supervision and direction.

QUALIFICATIONS

1. Proven experience in project management in the coordination of projects normally obtained through a two-year college diploma specializing in office or business administration, construction/maintenance or a combination of education and relevant work experience.
2. Specific knowledge and experience in the management and practices of winter maintenance activities, response such as but not limited to; plowing response, correct material applications, winter maintenance, equipment, route allocations.
3. Highly effective research and analytical, written and oral communication, well developed interpersonal verbal, writing skills.
4. Comprehensive demonstrated knowledge of computer software applications such as Microsoft Office, Hansen, GPS/AVL applications, MS Teams, Webex, ArcGIS, or equivalent Geospatial software and other related software such as data management and work order systems software applications.
5. Strong demonstrated administrative skills with excellent attention to detail involving items such as but not limited to coordinating, reporting, tracking various tenders, equipment, materials gained through practical experience.
6. Ability to work independently or in a team environment as well as demonstrate initiative, tack, judgement and responsibility in a fast-paced environment with multiple, changing priorities.
7. Excellent organizational and time management skills, with demonstrated accuracy, and prioritize multiple tasks, assignments in order to meet deadlines.
8. Knowledge of general accounting principles, including ability to monitor accounts, purchase orders, prepare and process invoices.
9. Previous experience in mapping, and related software, considered an asset.
10. Knowledge of Corporate policies and procedures.
11. Must have a valid Ontario Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS 'G' DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.