

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANST DIVISION – TRANSIT PLANNING AND INFRASTRUCTURE SECTION – LOCATION – 2200 UPPER JAMES STREET)

SENIOR PROJECT MANAGER, TRANSIT NETWORK REVIEW

SUMMARY OF DUTIES

Reporting to the Manager of Transit Planning and Infrastructure, the Senior Project Manager will be responsible for directing and managing all aspects of a special assignment to undertake a significant City-wide review of the conventional transit network. With support from the Manager, the Senior Project Manager will lead and coordinate all aspects this major project, using a "best practices" approach to develop and deliver quality services in a timely and cost effective manner. They will support the Manager in instilling a customer service focus throughout the project delivery. They will represent the City's interests regarding all aspects of the project and related initiatives with the public, private and multi levels of government.

GENERAL DUTIES

Direct and supervise project staff.

The Senior Project Manager shall be responsible for ensuring project management framework and project management best practices, project plan development and project resource planning. They will provide leadership and support to project team members including the following project activities:

- development of terms of references including defining project scope;
- identification of project risks and develops strategies to minimize potential impacts;
- identification of project tasks;
- estimation of costs;
- development of project schedules;
- identification of milestones and budget;
- identification of project resources and skill requirements; and,
- determining allocation of financial resources to project tasks.

The Senior Project Manager will be responsible for directing and managing all aspects of this special assignment such as:

- Identification of alternative network scenarios;
- An assessment of scenarios, using Remix software and other available tools, including impacts to customer experience, ability to grow ridership, financial and operational efficiencies, ability to integrate with the LRT and evolving higher order transit corridors (BLAST), etc.;
- Recommendation of preferred network design concept;
- Development of a work plan, including required resources, for implementation;
- Formulating technical reports, updates and presentations;

Liaise with the public, stakeholders and representatives from various City departments, including Traffic, Transportation Planning, Planning and Economic Development, etc. on the project.

Provide assistance to the Manager in the development of the ten year capital forecast and annual capital and

operating budget as it relates to the project.

Develop request for proposals, tenders, and requests for information, evaluate consultant submissions, recommend selection and oversee consultant work/projects.

Ensure compliance with City policies, procedures, rules, regulations and safe working practices.

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.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

QUALIFICATIONS

1. Demonstrated competence in transportation/transit planning or engineering, normally acquired by attaining a degree in engineering and/or urban planning or diploma in transportation planning or any combination of education, training and experience deemed equivalent.
2. Registered as a Professional Engineer in the Province of Ontario Registered, member of the Canadian Institute of Planners or certified with OACETT as a C.E.T. (Certified Engineering Technologist) preferred.
3. Previous extensive experience in the area of transportation/transit planning and trends and extensive project management experience including budgeting and fiscal control in a public or private sector transportation organization.
4. Proven organizational, analytical and problem solving skills and the ability to work with very tight deadlines and competing priorities.
5. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
6. Excellent written and verbal communication skills, facilitation skills and presentation skills.
7. Experience in organizing, presenting, facilitating and negotiating with diverse stakeholders and user groups and ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Must be trained in Remix transit planning software and possess intermediate to advanced computer skills including the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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