

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSPORTATION DIVISION – TRANSPORTATION OPERATIONS - ROADWAY SAFETY, LOCATION – 703 HIGHWAY 8, STONEY CREEK)

PROJECT MANAGER, TRAFFIC SERVICES - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of Roadway Safety, the Project Manager, Traffic Services, 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.

RESPONSIBILITIES (INCLUDING, BUT NOT LIMITED TO)

Responsible for all aspects of traffic data collection and the management of the traffic counts and studies program. Ensure that all 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. The Project Manager will ensure liaison with the various service delivery groups that the desired end product quality, quantity and timeliness is achieved.

Supervision of construction investigation and ensure that City contractors are compliant and working safely and maintaining roadway safety and mobility for the residents and businesses of the City of Hamilton. This program is vital to maintaining roadway safety and mobility for the residents and businesses of the City of Hamilton.

Supervision of collision analysis and responsible for the operation of the new Traffic Collision Software system and ensure quality control of data and reports. Provide reports to the Manager/Superintendent/Legal on collision rates, types of collisions etc.

Manage the City's Traffic Counts and Studies programs, collect and analyse traffic data, prepare tenders and contracts, collate and report data to internal and external clients.

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.

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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.

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

Participate in strategic planning for the direction of the section.

Respond to members of the public, elected representatives and other agencies verbally, electronically and in writing. Represent the group, section, and 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.

Act on behalf of the Superintendent in his/her absence on departmental management team or other assignments as delegated.

QUALIFICATIONS

1. 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.
2. Must possess and demonstrate key supervisory attributes including effective leadership, coaching, team building, interpersonal, communication, presentation, organizational, project management, conflict resolution and time management skills as well as a commitment to promote and support team accomplishments within the Division.
3. Experience and Knowledge related to an understanding of the Traffic Engineering Software (TES) System, Traffic Counts and Studies programs, In-Service Road Safety Reviews/Road Safety Audits and Network Screening/Safety Performance Functions.
4. 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.
5. Knowledge of operational practices relevant to the work of the group.
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.

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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.