

CITY OF HAMILTON**PUBLIC WORKS DEPARTMENT****(TRANST DIVISION – TRANSIT PLANNING AND INFRASTRUCTURE SECTION – LOCATION – 2200 UPPER JAMES STREET)****SENIOR PROJECT MANAGER, TRANSIT SCHEDULING****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 detailed design to efficiently and effectively implement approved service plans including the development of schedules and operator work assignments. This will include the development and coordination of detour and special event routing. The Senior Project Manager is also responsible for maintaining Transit system applications and software (e.g. Trapeze) and provides key input into service monitoring, annual service reviews and the development of annual service plans. They will lead the Scheduling team of the Transit Planning and Infrastructure Section, 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 in the Section. They represent the City's interests regarding all aspects of the projects and initiatives with the public, private and multi levels of government.

GENERAL DUTIES

Direct and supervise the staff in the Scheduling team of the Transit Planning and Infrastructure Section.

Leads detailed design of service schedules for the efficient and effective implementation of approved service plans. This will include modelling, costing and analyzing various service design alternatives.

Participates and provides input into annual service reviews and service plan development.

Provide assistance to the Manager in the development of the annual capital and operating budgets, including the preparation of the annual scheduled mileage and platform hours to deliver approved service plans.

Conducts reviews of scheduling techniques in order to identify areas of potential efficiencies, service improvements and cost savings. This may include the design, implementation, monitoring and assessment of scheduled extra services (e.g. school extras, special events, etc.).

Responsible for run cutting service schedules into operator work assignments ensuring all requirements of applicable collective agreements are met, while maximizing efficiency and minimizing costs.

Reviews and interprets the analysis of runtime and ridership data from a variety of sources (including APC and AVL, operations staff).

Responsible for written and statistical reports regarding improvements and/or deficiencies in scheduled service and Operator assignments.

Leads the processes and team responsible for the timely delivery of accurate sign-up information and documents.

With the Manager, review Operator assignments, days off, scheduled running time and recovery time issues with Union representatives prior to each Board period.

Liaise with Union Executive, School Boards, other transit operators, Operations employees and staff regarding service planning and problem resolution.

Leads the scheduling of transit services for special and sporting events as well as concerts and recommends changes to scheduled service levels. Also, communicates with representatives from various City departments, including Traffic, Roads Operations, Police, Fire, Parks, Tourism etc. regarding planning of transportation for special events.

Responsible for written Notices to Operators, Union Representatives, and Operations Supervisory Staff regarding procedures and changes to scheduled service and Operator assignments for approval by the Manager.

Provide confidential input to Council reports, collective bargaining and personnel issues, as required by the Manager.

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, with emphasis on computerized data collection and analysis techniques normally acquired by attaining a degree in engineering 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. Proven experience related to public transit route planning, scheduling and runcutting, including the utilization of a computerized operating and scheduling system (TRAPEZE preferred).
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 possess intermediate to advanced computer skills including thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project, Microsoft ACCESS (database management) 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.
