

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSPORTATION, OPERATIONS & MAINTENANCE DIVISION – LOCATION – 100 KING ST. W.)

SENIOR PROJECT MANAGER, DIVISIONAL PROJECT SERVICES

SUMMARY OF DUTIES

Reporting to the Director, Transportation Operations & Maintenance, the Senior Project Manager, Divisional Project Services will provide leadership in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommend improvement strategies in the delivery of services to meet mandated goals and objectives. Promote teamwork and integration within the Division, with customers and the other parties participating in cross-functional and cross-program initiatives.

Recommend policy and improvement strategies in the delivery of the services to meet mandated goals and objectives and evaluate financial, administrative and performance against internal and external benchmarks and performance metrics.

Undertake functions relating to capital project scope preparation, review and comment on capital project design drawings and development application requests. Monitor, analyse and report on the program delivery performance metrics.

Accountable for ensuring that transportation engineering initiatives are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost-effective manner.

RESPONSIBILITIES

The Senior Project Manager will assume responsibility for the delivery of various technical, research and administrative duties related to Transportation Engineering including; evaluation, planning, design and implementation of transportation infrastructure to meet the growing needs of the residents and businesses of the City of Hamilton.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Responsible for maintaining, administration, and management of the capital project management system dashboard for 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.

Lead divisional projects from planning to implementation and ensure coordination through the responsible Manager.

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.

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

Promote 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.

Review and comment on design drawings, as required.

Oversee contract administration and construction activities for divisional projects.

Assist in the development and monitoring of annual operating and capital budgets.

Participate in the strategic planning for the direction of the division.

Responsible for the development and coordination of the sectional annual report for the division.

Keep abreast of emerging trends and makes appropriate recommendations.

Recommend public consultation techniques and data requirements for divisional projects.

The Senior Project Manager will assist staff with consultant assignments on projects as required including the preparation of terms of reference, oversee the collection of data and review/comment on consultant's submissions.

Participate in external communication and consultation processes by: attending or chairing various technical ad-hoc committees, and public meetings as required, acting as transportation technical expert and providing representation or comments as required to regional police, municipal staff and community groups, receiving and answering inquiries from staff, other departments, public, elected officials, contractors, lawyers, etc.

Promote teamwork and integration between groups within the division and with other parties participating in cross-functional and cross-program initiatives.

Assist Senior Management in responding to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to the Director and/or General Manager.

The Senior Project Manager is accountable to the Director for ensuring that infrastructure system development and programming initiatives are consistent with the City of Hamilton Mission and Vision.

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

Work 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.

QUALIFICATIONS

1. Post-secondary education in Civil Engineering or Transportation Engineering through completion of a degree. Proven experience and knowledge in transportation operations, roadway design, traffic signal design and engineering theories and best practices.
2. Certification as Professional Traffic Operations Engineer (PTOE), Project Management Professional (PMP) and/or Certified Road Supervisor (CRS) would be an asset.
3. Demonstrated experience in project management, preferably in a municipal environment.
4. Knowledge of technical, engineering, operations and maintenance practices relevant to the work of the division.
5. Demonstrated progressive supervisory skills.
6. Experience in procurement of professional consulting services.

7. Knowledge and understanding of the use of the “business case” in making management decisions.
8. Demonstrated capability to manage all aspects of large, complex projects.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experience in delivering programs and services focused on the customer.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. The Senior Project Manager will possess a demonstrated record of strong leadership, technical competence, customer focus, innovation/creativity, team advocacy and is committed to results. The incumbent will be an excellent communicator.
14. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the division.
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
16. Knowledge of collective bargaining process.
17. Working knowledge of computer software applications.
18. Valid Ontario ‘G’ Class Driver’s Licence.

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

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