

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSPORTATION DIVISION – TRAFFIC OPERATIONS & ENGINEERING – 1375 UPPER OTTAWA ST. – TRAFFIC OPERATIONS CENTRE)

PROJECT MANAGER TRAFFIC OPERATIONS – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager Transportation Systems, the Project Manager Traffic Operations will provide leadership in a team environment that shall focus on meeting the City's responsibilities as a leader and steward in optimizing transportation systems efficiency, air quality management, fuel and energy savings, in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager will be responsible for assessing the need and operation of traffic control devices in the Transportation Operations Section. The Project Manager will oversee the operation of traffic signals, traffic studies, corridor reviews, needs assessments, resolving traffic operational and capacity related concerns. The Project Manager will also manage the review of traffic signal phasing/timing and the review of signal/sign/pavement marking designs. This role will also involve writing and creating contract specifications—oversee the tendering and award process, manage and supervise contracted services including inspection and be responsible for all financial transactions related to this work.

The Project manager will be responsible for the planning, implementation and operation of the City's traffic and pedestrian signal network, as well as providing general road network recommendations, including the development of capital and annual budget programs related to the City's traffic signal initiatives in a high quality and cost-effective manner.

This position will provide responses to staff, the public and Council on Transportation operations related matters. This role will involve providing support to the design, engineering, planning and construction sections for an flow efficient operation of the roadway network.

The Project Manager will promote a service-oriented culture and focus within the section. This role will involve promoting teamwork and integration within the section, good communication with customers and ~~with~~ other parties participating in cross-functional and cross-program initiatives.

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.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

The Project Manager, Traffic Operations shall be responsible for the operation of the traffic signal network (signal timing and phasing) as well as the procurement and delivery of new and modified traffic control devices relating to traffic control signals, PXO's, warning beacons and traffic management devices. The Project manager will also look after conducting traffic capacity related reviews.

The Project Manager will be responsible for reviewing pavement marking plans, detour plans, traffic control plans and signing plans for capital road construction projects including bike lane implementations. The Project Manager will also be responsible to ensure that improvements are planned, designed, implemented and managed in an efficient and effective way and are delivered in accordance with City, Provincial and Federal guidelines in a cost effective and timely manner through the best use of financial and staff resources.

Develop short term (0-5 years) and long range (5+ years) strategies for the continued improvement and upgrading of the City's Traffic Signal network (traffic signal policies, programs i.e. APS, Pedestrian countdown timers, signal warranting) including Capital and Annual budgeting,

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Provide technical training and guidance to Transportation Systems staff on matters relating to traffic signals and the transportation road network.

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Report on project progress and using a Project Management approach to coordinate and deliver projects in a timely manner.

Develop policies and procedures for improved operations, stewardship and accountability, risk management and financial efficiency. Be results oriented and persistent in ensuring objectives are accomplished.

Ensure all requirements of a capital project (i.e. funding, cost estimating, design, staff and material resourcing, approvals and permits, etc.) have been met to enable the project to take place in the time frame forecast.

Research technology and technical standards using all means available, including Internet, textbooks, literature review, personal visits and telephone contacts, as well as by developing and executing pilot and full-scale testing.

Maintain records of work done, using formal asset management software, as required.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to senior management, members of City Council or City committees.

Participate and as required act as spokesperson in discussions/presentations on the topic of traffic systems improvements. Attend various informal or formal Committee/Council, public and technical agencies meetings as the City's representative, as required.

Liaise with the M.O.L., M.T.O., and other agencies, as well as professional associations, regarding the management programming strategies as required. Negotiate with agencies over grants, billing and subsidies.

Empower and develop staff to perform their work in an independent manner.

Act on behalf of the Senior Project Manager in his/her absence in meetings or other assignments as delegated.

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

QUALIFICATIONS

1. Related experience in traffic control operations with strong background in traffic signal control normally acquired from a community college or university in a program specifically oriented to traffic engineering and operations or a combination of relevant education and related work experience.
2. Member of or eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario. C.E.T. or P.Eng. designation preferred.
3. Must be a competent or qualified person for the approval of traffic signal designs and traffic control plans in accordance with the Ontario Traffic Manual Book 7, 11 and 12 and other applicable guidelines.
4. Working knowledge of specialized traffic operations softwares such as Synchro, Vissim and Vistro.

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5. Demonstrated knowledge gained through practical experience in traffic signals engineering, ATMS, operations, signal timing/phasing and construction techniques.
6. Proven experience working with a centralized traffic control system, utilizing responsive and/or adaptive control. Knowledgeable and experience in the development and implementation of Traffic Signal programs.
7. Extensive knowledge of specific traffic engineering, traffic operations and traffic planning manuals and literature such as: Canadian Capacity Guide for Signalized Intersections, Manual for Uniform Traffic Control Devices for Canada, Ontario Traffic Manuals, Transportation Association of Canada Guidelines for Bicycle Facilities, Pedestrians etc.
8. Previous project management experience in managing large, complex, multi-faceted projects and applications.
9. Knowledgeable in the general workings of network switches, cell modems, virtual private networks, spread spectrum radio networks, and audio/video management systems considered an asset.
10. Practical experience in the application of statutes, regulations and by-laws affecting the department/section such as Occupational Health and Safety Act, Highway Traffic Act for Ontario, Municipal Act, City of Hamilton's zoning, streets, traffic and parking by-laws.
11. Candidates must possess professional oral presentation and written communications skills, interpersonal and organizational skills, proficient computer skills and initiative as well as organizational and analytical skills.
12. Candidates must possess strong leadership & management abilities, effective team building skills, and good public relations skills. Also required are effective interpersonal skills to enable the you to represent the section in a professional, credible and courteous manner in dealing with a wide variety of individuals (technical and professional colleagues, other City staff, field repair crew, contractors, senior management, members of Council, residents and the general public).
13. Demonstrated ability to effectively lead a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
14. Proven working knowledge of spreadsheet, word-processing, presentation and other basic computer software applications.
15. Possess valid Class "G" Driver's Licence and provision of own car.
16. The Project Manager is to have experience working with unionized city staff as well as design and inspection consultants and traffic control device contractors. The Project Manager should have experience in the preparation, writing and management of contracts and standard procurement processes. The Project Manager should be familiar with the Capital budget process and financial transactions and processes.

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.