

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION - ASSET MANAGEMENT - LOCATION - 77 JAMES ST. N. SUITE 400)

PROJECT MANAGER, CAPITAL INFRASTRUCTURE PLANNING - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Infrastructure Programming and Planning. The Project Manager, Capital Infrastructure Planning will work in a team environment that shall coordinate or provide expert advice regarding coordination, management and implementation in a manner that achieves Neighbourhood Traffic vision, objectives and targets. The Project Manager will also be assigned studies relating to rehabilitation and reconstruction of core infrastructure including roads, bridges and associated environmental studies. The preparation of Municipal Class Environmental Assessments (EA) for infrastructure projects undertaken to meet the growing needs of the residents and businesses of the City.

The Project Manager shall ensure that the environmental–transportation planning services are implemented in accordance with City and Provincial/Federal requirements and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

The Project Manager will be responsible for implementing policies of the Municipal Class EA process, including both transportation and stormwater study elements and EA requirements. Make recommendations to the Senior Project Manager and Manager on technical aspects, project priorities and related matters.

The Project Manager will organize and attend public meetings to present the City's position/actions to the public, media and outside government bodies in order to provide positive public engagement.

Aids in the preparation of sectional reports identifying how the operation performed against established benchmarks.

GENERAL DUTIES

The Project Manager will coordinate with others (Public Works, Planning & Economic Development, Public Health) on Municipal Class EA studies to ensure that the initiatives are delivered in a manner that meets the needs of the residents and businesses of the City of Hamilton and that these initiatives are delivered in a timely and cost effective manner in accordance with the City, Provincial and Federal policies.

Participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address transportation and associated stormwater issues in Environmental Assessment projects and participating as a member of study teams for Secondary Plans, Community Plans and other specific plans.

Implement plans and policies to comply with the Environmental Assessment Act, Municipal Engineer's Association Municipal Class EA, and the Canadian Environmental Assessment Act. Make recommendations to the Senior Project Manager on technical aspects, project priorities and related matters.

The Project Manager will interact with staff, consultants and stakeholders on projects including the preparation of project charters, terms of reference, oversee the collection of data and review/comment on consultants' reports and recommendations related to the following areas.

Design, organize and attend public meetings to present the City's position/actions to the public, media and outside government bodies. Participate in discussions on environmental planning issues. Work with the Senior Project Manager and Manager to respond to issues and queries raised by Council, as channeled through the office of the Director.

Job Description: A2827

Participate on various Corporate committees as required.

Recommend and undertake public engagement techniques and data requirements for Environmental Assessments.

Liaise with Federal and Provincial Agencies, Conservation Authorities, Transportation Planning and Development Planning and Real Estate, regarding threats and vulnerabilities, risk assessment, and land use policies.

Interact with Public Health and other internal agencies to educate, promote and advise on Municipal Class EA and related initiatives.

Responsible for liaison with elected officials, management and the private sector to promote traffic initiatives and encourage various travel options and transportation demand management alternatives.

Responsible for managing natural heritage assessments, in compliance with federal and provincial regulations, relating to infrastructure improvements. This includes communicating with internal subject experts and the applicable Conservation Authority.

Negotiate with vendors and contractors for supply of services.

Provides support to the Capital and Operating Budget.

Review incoming development applications to determine if Transportation Demand Management standards have been satisfied.

Receive and answer inquiries of a technical nature from public, staff, other departments, municipal and government agencies, which are related to major responsibilities.

Write reports and compose correspondence related to major responsibilities.

Work with and advise support staff and Co-op students in order to complete assignments

Occasionally, interview, hire and supervise Co-op students to assist the section.

Implement policies and procedures related to major responsibilities.

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.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of the theories and practices of transportation planning usually acquired by obtaining a relevant University Degree in Civil Engineering and/or Urban/Environmental Planning and proven work experience or by obtaining a Diploma in an accredited Engineering Technologist's Course from a Community College plus demonstrated progressive work experience or a combination of relevant education and relevant experience.
2. Member of, or be eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or as a Member the Ontario Professional Planners Institute (or eligible for full membership) or registered as a Professional Engineer in the Province of Ontario.
3. Project Management Professional (PMP) certification, or equivalent high-level understanding of project management methodologies, tools, techniques, processes and practices which can be attained through completion of a Project Management Training course or experience would be an asset.

Job Description: A2827

4. Extensive knowledge in the area of traffic and transportation issues, transportation demand management, sustainable transportation issues, traffic operations, cycling, complete streets, transit (would be an asset), goods movement, pedestrian mobility, as demonstrated through previous work experience.
5. Demonstrated understanding of provincial/federal environmental assessment practice and environmental management, Highway Traffic Act, Metrolinx-Big Move, Places to Grow gained through previous experience.
6. Demonstrated ability in managing multi-disciplinary planning projects, such as Municipal Class Environmental Assessments and transportation projects gained through progressive experience.
7. Demonstrated ability in developing and implementing public engagement programs/strategies for planning and/or environmental management projects, gained through progressive experience.
8. Ability to articulate a vision, strategy, concepts and recommendations to a wide variety of audiences.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to effectively work with a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Working knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
14. Working knowledge of relevant computer office environment software applications. GIS experience would be an asset.

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