

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(TRANSIT DIVISION – TRANSIT STRATEGY AND INFRASTRUCTURE SECTION –
MOUNTAIN TRANSIT CENTRE – 2200 UPPER JAMES STREET, MT. HOPE, ON L0R 1W0)

JOB TITLE – Project Manager, Transit Strategy and Infrastructure**SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Transit Infrastructure, the Project Manager will be responsible for day to day activities associated with transit planning processes, strategic undertakings, and the planning and delivery of on street transit infrastructure programs and initiatives.

GENERAL DUTIES

The Project Manager shall assume day to day project management for the planning, design, installation, implementation, and maintenance of individual elements of the City of Hamilton Transit Infrastructure including on street infrastructure such as terminals, shelters, amenities, and stops. The Project Manager shall also provide assistance to the Senior Project Manager on long range and strategic transit initiatives such as, but not limited to: annual service plans, marketing/branding strategy development; input into planning processes; and the development of transit infrastructure related agreements (e.g. shelter advertising, construction tenders, maintenance agreements).

The Project Manager shall be responsible for following project management best practices, project plan development and project resource planning along with the following:

- development of terms of references including defining project scope;
- identification of project risks and develops strategies to minimize potential impacts;
- identification of project tasks;
- estimation of costs;
- development of project schedules;
- identification of milestones and budget;
- identification of project resources and skill requirements; and,
- determining allocation of financial resources to project tasks.

The Project Manager shall manage project funding, monitor budgets and maintain schedules with the ultimate goal of delivering within budget scope.

The Project Manager shall assist in the development of transit strategies, long range plans and annual service plans, in alignment with corporate goals and objectives.

The Project Manager will be accountable for formulating technical reports, updates and presentations regarding transit projects.

The Project Manager will conduct reviews and analyses Automated Passenger Counter data as a key input to strategic Planning decisions related to transit infrastructure implementation.

The Project Manager will review and provide recommendations for review by the Senior Project Manager on various City policies and plans that may impact on any current or future transit initiatives.

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

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.

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 planning or engineering, normally acquired by attaining a degree in engineering and/or urban planning or any combination of education, training and experience deemed equivalent.
2. Registration as a Professional Engineer or a Professional Planner in the Province of Ontario preferred.
3. Previous experience in transit infrastructure planning, engineering, or asset management.
4. Previous experience in project management, budgeting and fiscal control in a public or private sector transportation organization. Experience managing transit infrastructure projects an asset.
5. Proven organizational, analytical and problem-solving skills and the ability to work with very tight deadlines and competing priorities.
6. Ability to plan, organize and lead projects and project teams.
7. Excellent written and verbal communication skills, facilitation skills and presentation skills.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

9. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
10. Must possess thorough knowledge and proficiency in the use of design and geospatial mapping software (e.g. CAD, ArcGIS)
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

HOURS:

35 per week

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

* * * * *