

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION – TRANSIT STRATEGY PLANNING SECTION – MOUNTAIN TRANSIT CENTRE – 2200 UPPER JAMES STREET, MT. HOPE, ON L0R 1W0)

PROJECT MANAGER, TRANSIT STRATEGY AND PLANNING

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Transit Strategy and Planning, the Project Manager will be responsible for day-to-day activities associated with transit planning processes, strategic undertakings, and the planning and delivery of programs and initiatives.

GENERAL DUTIES

Assumes day to day management for transit input to City planning and development review functions. Reviews and provides recommendations to the Senior Project Manager on various City policies and plans that may impact current or future transit initiatives.

This includes contributing to, assessing, and commenting on City masterplans, secondary plans, and transit-related studies, as well as development applications, minor variances, and urban boundary expansions. Participates in City-wide planning review meetings on behalf of Transit.

Assists the Senior Project Manager in the development of transit strategies, long range plans and annual service plans, in alignment with corporate goals and objectives. Accountable for formulating technical reports, updates and presentations regarding transit strategies and plans, with a focus on development and planning inputs.

Responsible for following project management best practices, project plan development and project resource planning along with the following in relation to transit projects assigned to them:

- 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.

As part of a data-focused team, provides analysis of transit network data to understand travel patterns, route performance, and temporal trends. Draws on data (including customer communications, PRESTO data, and APC data) to provide recommendations for action in short-, medium-, and long-term strategic plans. The Project Manager shall assist the Senior Project Manager in developing and monitoring performance indicators for the effectiveness of plans, policies, and strategies implemented to advance transit in the City of Hamilton.

As they manage the analysis and interpretation of data, the Project Manager aims to understand the lived experience and transport needs of Hamilton residents and businesses, and especially of disadvantaged and marginalized groups. The Project Manager identifies opportunities and recommends actions to integrate this understanding in HSR plans and projects.

Sets an inclusive and transparent tone for engagement with stakeholders and the public. As a member and/or leader of a project or project team, the Project Manager interacts respectfully and informatively with colleagues, external staff, and consultants on transport planning projects.

May be required, from time to time, to act in the capacity of the Senior Project Manager in their absence.

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 project management, budgeting and fiscal control in a public or private sector transportation organization.
4. Experience with transit benefits assessment, the municipal development review process, and review of local transportation plans and bylaws 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. Power BI, Fabric, and web-based applications an asset.
10. Must possess thorough knowledge and proficiency in the use of design and geospatial mapping software (e.g., ArcGIS). Knowledge of transit planning software (i.e., Remix) an asset.
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.