

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(PARKING OPERATIONS & MAINTENANCE DIVISION – PARKING OPERATIONS – LOCATION - 80 MAIN ST. W.
AT SUMMER'S LANE)

SENIOR PROJECT MANAGER, PARKING PLANNING
(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Manager, Parking Operations, the Senior Project Manager, Parking Planning provides leadership to subordinate staff in a multi-disciplinary team environment that is responsible for tasks related to capital projects and development matters as it relates to the Hamilton Municipal Parking System.

Accountable for ensuring that the programming and management activities of the asset management program are delivered in accordance with established guidelines through the effective and efficient use of resources. Uses a “best practices” approach, develops and delivers quality services in a timely and cost effective manner. Instills a customer services focus in the Section.

Responsible for managing projects in a variety of staff resource configurations, ranging from individual work to leadership of cross-departmental work teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings.

Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment. In addition, the Senior Project Manager has responsibility for investigating and recommending innovative/creative procedures and policies for improving the section’s technical performance.

Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

Possesses a high level of personal integrity and is an excellent communicator.

GENERAL DUTIES

Analyses and reviews collected information relating to rate structures, market conditions, facility utilization, parking meter utilization and user composition to determine appropriate rate schedules in municipal car parks by way of benchmarking and utilization studies during all time periods, and recommends changes to ensure revenue maximization and customer service improvements.

Development planning review activities delivered in accordance with City Procedures and Policies and Provincial Legislation and in a cost effective, efficient and timely manner using a “best practices” approach.

Conducts site visits relating to capital projects and development proposals.

Assumes the day-to-day responsibilities for the asset management and development aspects of the HMPS, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City procedures and policies and Provincial guidelines and legislation.

Interacts with applicants and their agents on applications related to development proposals as required, including the preparation and implementation of any associated correspondence and Council reports.

Participates in multi-disciplinary teams comprised of staff not only from the Planning and Economic Development Department, but from other City Departments and outside agencies in order to address development and redevelopment.

Makes recommendations related to Departmental current and capital budgets. This includes preparing and recommending the 10 year capital budget for Parking Operations.

Supervises the implementation of municipal parking capital projects. This includes conducting and attending related meetings, supervising the field operations of contractors, reviewing related construction reports and commenting on any major changes in design during the construction phase.

Prepares correspondence and draft service level agreements, request for proposals and other contractual arrangements with various internal and external agencies.

Co-ordinates and liaises with other departments, external agencies, Ministries, Conservation Authorities and stakeholder groups in the preparation of any development approvals and Council reports.

Reviews development applications to ensure compliance with City Official Plan, Zoning By-law, and Master Plan documentation, City policies and Planning Act requirements and provides or seeks clarification on any issues related to same, as it relates to parking issues/matters.

Provides professional consultation to the Manager and Senior Director as required. Acts on behalf of the manager in his/her absence on the divisional management team and for other assignments as required.

Participates on various corporate committees as required.

Receives and answers inquiries of a technical nature from Council, public, staff, municipal and government agencies.

Writes Council reports, composes correspondence related to major responsibilities.

Directs, supervises and trains subordinate staff.

Develops policies and procedures for improved stewardship and accountability, risk management and financial efficiency. Results oriented and persistent in ensuring objectives are accomplished.

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.

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

QUALIFICATIONS

1. A minimum of an Engineering Technologist Diploma from a recognized community college with demonstrated progressive relevant experience in parking and transportation environments or through a combination of equivalent and relevant education and work experience preferably in the parking industry. Member of or eligible for membership with Ontario Association of Certified Engineering Technicians and Technologist (OACETT) preferred.
2. Demonstrated knowledge of consulting skills including analysis, planning, project management and financial skills including budgeting, analysis and forecasting.
3. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Well developed ability to work with large public groups.

4. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
5. Formal management training with experience in a supervisory role.
6. Experience and knowledge in the area of contract supervision, including specification preparation, supervision and quality control/assurance.
7. Experience in management decision making.
8. Experience in delivering programs and services focused on the customer.
9. Must possess excellent verbal and written communication, presentation and interpersonal skills.
10. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
11. Working knowledge and understanding of statutes, regulations and by laws related to the parking industry.
12. Working knowledge of relevant computer software applications.
13. Must possess a Class "G" Driver's Licence with provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

SALARY:

Salary Grade 6

\$72,011.94 - \$84,721.00 per annum

HOURS:

35 per week

NOTE:

This position(s) currently requires the incumbent(s) to use their personal vehicle(s) 3 or more times per week for City business. In accordance with the City policy, parking is provided at this time. Should the job requirement change, parking will only be provided in accordance with the City policy in force at that time.

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

This Notice closes on **JUNE 15, 2010**

It is the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above with their application for this competition and ensure that their application reaches **Human Resources by the closing date** or they may not be considered. On the basis of the criteria set out above, this posting is open to all present employees.

Applications should be forwarded to:

Physical Address:

Human Resources
120 King Street West, 9th Floor
Hamilton, ON
FAX (905) 546-2424

Mailing Address:

Human Resources
City Hall, P.O. Box 2040 STN LCD 1
Hamilton, ON L8N 0A3
FAX (905) 546-2424

www.hamilton.ca/careers