

Hamilton Dedicated Staff & Primary Support Staff

1) Dedicated Staff Positions

Dedicated Project Staff	FTE	Position Title	Brief Description of Roles and Responsibilities
	1	Director, LRT Project Coordination	This position will lead the project team and is responsible for working collaboratively with Metrolinx to ensure the completion of the Hamilton LRT Project including the LRT Routes (north and south), the Pedestrian Link to the Hunter Street GO Station, the Maintenance and Storage Facility for the LRT vehicles and other related components along the LRT Route. They will ensure that City staff assigned to the LRT project (full time or in part) are effectively linked with the project partners including Metrolinx, Infrastructure Ontario. They will effectively communicate the Vision of LRT in Hamilton and ensure all activities are aligned with the Vision.
	0.75	Director, Transit	The Director, Transit, provides leadership and direction to the LRT multi-disciplinary technical team including Environmental Assessment (EA) consultants, and works closely with the Metrolinx project team. They also act as key technical advisor to the LRT Project Coordinator and Hamilton Senior Management Team Project Sponsor. The Director is accountable for delivering the LRT EA Phase of work within budget and scope and responsible for aligning the LRT program with Hamilton's corporate strategies and Metrolinx goals and objectives.
	1	Manager, Communications & Stakeholder Engagement	The Manager, Communications & Stakeholder Engagement, will work closely with senior project staff and the Metrolinx Communications Manager on planning and delivering communications activities in line with the Hamilton-Metrolinx Communications Protocol. This positions' primary responsibility will be to direct the City's participation in the communications, engagement and council relations elements of the LRT project. With direct oversight over the City's role in LRT specific issues management, media relations and stakeholder relations, this role will lead the City's LRT communications and engagement work and raise public awareness of City activities specific to LRT.
	1	Manager, LRT	The Manager, LRT, is responsible for directing and managing all administrative aspects of developing and implementing the LRT technical program during the EA phase of work. They act as the primary backup for the Transit Director to attend meetings and direct consultants. The Manager LRT will assume responsibility for all aspects of the City's role in the LRT project including coordinating, scheduling and managing the City's activities related to all components of the project and multi-disciplinary team, including working closely with Metrolinx and Infrastructure Ontario on planning, design and construction, implementation, property acquisition and directly related strategic and land use planning activities. They will ensure management of the project is undertaken based on a "best practices" approach, and that the EA Phase of the project is delivered within budget and scope.
	1	Senior Project Manager, LRT Coordination	The Senior Project Manager, LRT Coordination, shall assume responsibility for the City's role in coordinating, scheduling and managing of all aspects of the planning, design and construction, and implementation of engineering elements of the LRT project including route alignment, maintenance and storage facility, underground infrastructure, stop/station design, location, construction, operational plan, technology integration and information co-ordination. The Senior Project Manager shall ensure that projects are delivered within budget and scope.
	1	Senior Project Manager, Design	The Senior Project Manager, Design, will be responsible for the day to day management of all engineering design elements of the LRT project during the EA Phase. They shall be responsible for following project management best practices, project plan development and project resource planning. The senior project manager shall ensure that projects are delivered within budget and scope.
	1	Senior Project Manager, Subsurface Infrastructure	The Senior Project Manager, Subsurface Infrastructure, will be responsible for the City's role in planning, design, engineering and construction management of all subsurface elements related to the LRT project, working closely with Metrolinx and Infrastructure Ontario. They shall be responsible for following project management best practices, project plan development and project resource planning. They shall ensure that projects are delivered within budget and scope.

Dedicated Project Staff	FTE	Position Title	Brief Description of Roles and Responsibilities
	1	Project Manager, Engineering Services	The Project Manager, Engineering Services, reporting to the Manager of Design, Engineering Services, shall assume responsibility for compiling and coordinating all City of Hamilton standards related to City infrastructure and assets owned by Hamilton that are affected or are required to be rebuilt/replaced as a result of the project. The Project Manager will also function as the point of contact between the LRT Office and Engineering Services.
	1	Senior Project Manager, Planning	The Senior Project Manager, Planning, provides professional land use and strategic planning services to the LRT team and is responsible for day to day management of all land use planning functions related to the LRT project including project management of streetscape master plans. They shall be responsible for following project management best practices, project plan development and project resource planning. The Senior Project Manager shall ensure that projects are delivered within budget scope.
	1	Real Estate Coordinator	The Real Estate Coordinator will be responsible for the delivery and administration of real estate services to support the LRT project, working closely with Metrolinx 3rd Party/Utilities/Property team, including the real estate transactions and interim property management. This position will advise on, negotiate, make arrangements for, and/or guide the work of others (internal and external) with respect to appraisals, acquisitions (purchase or expropriation), leases or licences, relocations, property management, and disposal of real property interests (fee simple, easement, encroachment, strata, licence and lease) as it relates to the LRT.
	1	Communications Officer	The Communications Officer will lead the development, implementation and evaluation of overarching communication and engagement strategies for the LRT project working with the Communications Manager and the Metrolinx Communications Manager. They will manage the production of communications deliverables on time, on budget and in accordance with all established Metrolinx and City of Hamilton guidelines and consistent with the Hamilton-Metrolinx Communications Protocol. This will include building strategic relationships with key stakeholders internally including corporate and regional staff, volunteers and management, and key external stakeholders and providing a high level of strategic, professional and tactical advice to key directors and managers and senior management staff as required on communications and stakeholder engagement.
	1	Administrative Assistant	Reporting to the Director of Transit, the Administrative Assistant provides confidential administrative support on a range of administrative issues to the project team. Co-ordinates administrative activities within the LRT Office to ensure consistency in approaches and follows up on outstanding issues as appropriate. Works with a minimum of supervision on multiple activities and ensures deadlines are adhered to and established procedures followed.
	1	Document Control Clerk	The Document Control Clerk develops, implements, and administers document management systems and compiles, distributes, tracks, and records the receipt and distribution of same for the LRT Office. They will forward documents to appropriate parties as required; ensure deadlines are met and returned documentation is complete, accurate, and properly executed. They will also assist with customer service and administrative and clerical support to LRT staff.
Total Dedicated Staff	12.75		

2) Primary Support Staff

	# of Staff	Position	Brief Description of Anticipated Roles and Responsibilities
	2	Solicitor (1) / Law Clerk (1)	Provides ongoing support on legal matters including agreements (Memorandum of Agreement, Master Agreement) and real estate negotiations and transactions.
	1	Business Administrator	Provides ongoing support on financial matters including budget, financial evaluation & cost estimates.
	1	HR Staffing Specialist	Establishing positions; support all stages of recruitment process; hire process; advice & consultation to LRT Office.
Total Support Staff	4		