

CITY OF HAMILTON

CITYHOUSING HAMILTON

(STRATEGY & QUALITY IMPROVEMENT SECTION – LOCATION – 55 HESS ST. S., 23rd FLOOR)

PROJECT MANAGER, CONTRACTS - CHH

SUMMARY OF DUTIES:

Reporting to the Manager, Strategy & Quality Improvement, the Project Manager, Contracts - CHH, will contribute to a dynamic team of professionals and be responsible for all aspects of service contract development through investigation, design of contracts and alignment to budget. Responsible to write contracts, approve contractors and ensure compliance of all areas of service contracts

GENERAL DUTIES

The Project Manager shall be responsible for following project management best practices, project plan development and project resource planning.

Integrates all aspects of project management into a comprehensive and cohesive project plan and schedule by:

- 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, recommend future budget appropriations
- transition and roll out plans.

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

Coordinate the request for proposal RFP (Request for Proposal) and RFQ (Request for Quotation) processes. Review and evaluate proposal submissions, recommend selection of consultants and administer contracts.

Interpret and review designs and plans, specification and tender documents to ensure compliance with legislative and code requirements including special provisions.

Prepare detailed design, presentation drawings, tender documents and specifications for less complex projects as required.

Conduct project procurement through the City Procurement or CHH to ensure all contract documentation is in place prior to construction such as WSIB, Liability Insurance, Performance Bonds, Permits, etc.

Responsible for presenting and receiving Tender Evaluation Committee (TEC) approval, initiating the purchase order and project start up.

Provide contract administration on contracts by performing concise on-site inspections, review construction schedule and ensure contractor site meetings are conducted. Ensure standards, quality and safety measures are adhered to, deficiency lists and all work is complete and correct.

Review and approve invoices, progress payments to ensure accuracy; authorize progress payments and release of

contract holdbacks. Review and provide acceptance of substantial and total completion

Develops and monitors project work, plans and schedules through control of project scope, cost, quality, documentation, as well as through stakeholder management, risk monitoring, and vendor contract administration.

Researches, investigates, evaluates and makes recommendations on new business processes that align with Division strategies / standards, and provide optimum solutions. Prepares budget and operational impact analyses and provides recommendations and supporting documentation based on process information.

Acts on behalf of the Division on assignments as required.

Prepares oral and written presentations to management and reports regularly on the status of projects, milestone achievement and change management. Prepares recommendations and outlines preferred courses of action.

The Project Manager will promote teamwork, provide clearly-defined goals and objectives, function as a mentor to staff, motivate, coach and provide advice on project issues and problem resolution.

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 responsibilities of the job.

QUALIFICATIONS

1. Demonstrated competence in service contract development for social housing project management, process improvement, business planning, business analysis, fiscal management, performance measurement and evaluation, normally acquired through a degree in business, public administration or related Social Housing experience or discipline pertinent to the job functions.
2. Significant previous experience in Project Management including demonstrated knowledge of the practices of service contract administration. Comprehensive working knowledge in building construction, contract administration and specification coordination.
3. Considerable experience and knowledge of all aspects of the tendering process including budget funding, tender award limits, bonding requirements, WSIB and liability insurance requirements, code restrictions, and safety regulations.
4. Strong project management skills with attention to detail involving coordinating, reporting and tracking tendering documents gained through practical experience.
5. Demonstrated exceptional interpersonal skills including proven customer service skills required to manage partnerships with multiple stakeholders.
6. Demonstrated ability to provide leadership in multiple and competing projects.
7. Thorough knowledge and understanding of the statutes, regulations and bylaws affecting the department/section.
8. Must possess and maintain a valid Class "G" Driver's Licence and provision of vehicle for use on the job.

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

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