

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES DEPARTMENT **(HOUSING SERVICES DIVISION – SOCIAL HOUSING - LOCATION – 350 KING ST. E., FIRST PLACE)**

SENIOR PROJECT MANAGER, SOCIAL HOUSING CAPITAL INCENTIVES

The Community Services Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life long learning opportunities, leadership, innovation, and performance excellence.

We are looking for a high performing public servant interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Program Manager, Social Housing, the Senior Project Manager, Social Housing Capital Incentives will assume accountability and responsibility for managing the capital funding allocations made available through provincial and federal government initiatives for the City of Hamilton, as Service Manager, to allocate and administer for capital repairs and regeneration projects for social housing.

This position will ensure that the City remains in compliance with its obligations to other orders of government while providing funding to social housing providers for projects that are undertaken in accordance with legislation and “best practices” that steward the long term preservation of the housing asset.

Demonstrates a record of quality assurance, customer focus, relationship building, change management, self-motivation and a commitment to achieving results and continuous improvement.

Prepares and presents reports on the status of projects, including financial and administrative monitoring and performance, and makes recommendations about corrective action.

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

GENERAL DUTIES

Develops a system for determining funding allocations, subject to existing approvals and funding guidelines, that reflects a high level of value for public funds and complies with all legislative requirements and City of Hamilton by-laws, policies and procedures.

Works closely with social housing providers to monitor capital projects to ensure that projects are undertaken in compliance with City, Provincial and Federal requirements, guidelines and standards, including meeting required timelines.

Consults and acts as a resource to assist social housing providers through complex capital repair projects.

Assists in the development of procedures for improvement stewardship and accountability, risk management, financial efficiency and ensures that section, division and department objectives are accomplished.

Oversees the preparation of related or required procurement documents, budget or finance forms, oversees the award of contracts and ensures that all contractual obligations have been met and satisfied prior to recommending advancing payments.

Reviews, analyzes and updates Building Condition Assessments through Asset Planner or similar asset management software.

Monitors and tracks the approved capital budgets/funding for capital projects in accordance with established Corporate/Departmental and Ministry procedures ensuring that project expenditures are within budgeted levels.

Prepares all necessary reporting to the provincial or federal government on behalf of the City, as required by capital incentive program guidelines or related administration agreements.

Effectively communicates with City staff, housing providers, and other stakeholders using knowledge acquired in relation to asset management, default management, financial management.

Uses a “best practices” approach, develops and deliver quality customer focused services in a timely and cost effective manner.

Possesses a demonstrated record of providing leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, and commitment to excellence

Provides input for future capital budget considerations and scheduling of projects.

Represents the Service Manager at private non-profit, municipal non-profit and co-operative housing providers' board meetings, Annual General Meetings and with the general public, elected officials, consultants, developers, other orders of government on issues relating to this position.

Provides expert analysis and advice in the development and implementation of intervention strategies for housing providers who are non-compliant with the funding guidelines or contractual obligations with high regard to resolving problems in a time-sensitive, cost-conscious manner that ensures respect, equity and sensitivity to people living and accessing the housing providers' services.

Conducts strategic research and analyses of the nature and source of the issues.

Promotes teamwork and integration between internal and external stakeholders.

Provides oversight on the review and analysis of replacement reserves and recommend capital expenditures from reserves.

Prepare and present reports to committee and council, housing providers, stakeholders, other staff and management, Ministry officials as needed

Prepare data, background and briefing notes in response to political, senior staff, ministerial, media and public inquiries.

Work 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.

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

QUALIFICATIONS

1. Baccalaureate degree in business, public administration, property management, engineering or related discipline pertinent to the job functions combined with relevant business or government experience.
2. Extensive experience and knowledge of property and capital asset project management theories, practices and trends to manage and monitor large contracts and projects with non-profit organizations operating a range of different types of social housing projects.

3. Must have demonstrated and highly developed critical –thinking and analytical skills necessary to analyze and assess a wide-range of technical, financial and legal information.
4. Must have thorough knowledge of fiscal management theories, practices and program development relating to residential property management and maintenance.
5. Must have exceptional interpersonal skills required to deal with broad cross-section of professionals, tenants, staff, general public, elected official and other community based agencies and organization.
6. Must have exceptional and effective written and verbal communication skills required to communicate at different levels within and outside the organization, other municipalities, government ministries and community based client groups.
7. Must have demonstrated ability to work independently to tight deadlines and exercise tact and good judgement.
8. Must have good competence with the current suite of Microsoft productivity tools, including MS Project, MS Outlook, MS Power Point, Word and Excel.
9. Demonstrated knowledge of the Health and safety Act and applicable regulations as it relates to the position.

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.
