

CITY OF HAMILTON

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

SENIOR PROJECT MANAGER, RENTAL HOUSING DEVELOPMENT

The Community & Emergency 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, Investment in Affordable Housing, the Senior Project Manager, Rental Housing Development 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 new affordable rental construction and regeneration of housing. The Senior Project Manager will provide guidance and support for new affordable rental housing construction projects to facilitate successful completion within budget and prescribed timelines.

This position will ensure that the City remains in compliance with its obligations to other orders of government while providing funding to affordable rental housing developers for projects that are undertaken in accordance with legislation and “best practices.”

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 project, 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 affordable housing developers to initiate and monitor development and regeneration projects to ensure that they 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 affordable housing developers through complex development and regeneration 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.

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 developers, and other stakeholders using knowledge acquired in relation to project management, construction management, default management, and financial management.

Uses a “best practices” approach, develops and delivers 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 Housing Services Division at meetings with the general public, elected officials, consultants, developers, and other orders of government on issues relating to this position.

Provides expert analysis and advice in the development and implementation of intervention strategies for affordable rental housing developers and 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 respective, 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.

Prepares and presents reports to committee and council, housing developers, stakeholders, other staff and management, Ministry officials as needed

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

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.

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

QUALIFICATIONS

1. Baccalaureate degree in urban planning, construction management, engineering or related discipline pertinent to the job functions combined with relevant private sector, non-profit or government experience.
2. Extensive experience and knowledge of construction project management theories, practices and trends to manage and monitor large contracts and development projects with organizations developing or operating a range of different types of affordable 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 extensive experience and thorough knowledge of all technical aspects of housing development and construction.
5. Must have thorough knowledge of fiscal management theories, practices and program development relating to residential property development, management and maintenance.
6. Must have exceptional interpersonal skills required to deal with broad cross-section of professionals, staff, general public, elected official and other community based agencies and organization.
7. 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.
8. Must have demonstrated ability to work independently to tight deadlines and exercise tact and good judgement.
9. In depth knowledge of the administration of federal/provincial new rental construction programs an asset.
10. Must have good competence with the current suite of Microsoft productivity tools, including MS Project, MS Outlook, MS Power Point, Word and Excel.
11. 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.
