

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION – DEVELOPMENT ENGINEERING– DEVELOPMENT SECTION - LOCATION
– 71 MAIN ST. W., 6th FLOOR)

PROJECT MANAGER, DEVELOPMENT ENGINEERING - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Engineer, the Project Manager, Development Engineering is responsible for the review and approval of all aspects of municipal infrastructure engineering design including stormwater management facilities related to development projects including preparation and implementation of City of Hamilton development agreements.

The Project Manager, Development Engineering:

- Facilitates the approvals of development engineering review activities for various projects and ensure they are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner using a “best practices” approach.
- Accountable for engineering review, coordination and approval of various development applications including subdivisions, site plans and servicing studies.
- Has thorough knowledge and understanding of Provincial and City standards, regulations and by-laws required to process development applications including subdivisions and site plans for engineering approvals.
- Prepares Conditions of Approval as it relates to municipal servicing for new development and coordinates clearance of Conditions of Approval that allow for servicing and registration of development lands.
- Prepares engineering policy and operational reports for senior staff and council’s consideration.
- Assists in the development and the implementation of the City’s Staging of Development Program.
- Assists in developing a multi-year capital budget that incorporates infrastructure extension projects to meet the needs of the Development industry and City.
- Responsibility for investigating and recommending innovative/creative procedures and policies for improving the section’s technical performance.
- Takes ownership and manages several projects simultaneously from the initial stage to construction.
- Possesses a demonstrated record of technical competence, team advocacy and customer focus,
- Leads by example and functions as a mentor to subordinate staff.
- Possesses a high level of personal integrity and be an excellent written and verbal communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Reviews and coordinates infrastructure design approval through to implementation, including plan registration for land developments projects.

Liaises with Applicants (developers), their agents (consultants), and outside agencies (Conservation Authorities, MTO, MOE etc.) on design and construction of development proposals, including Planning Act approvals (e.g. subdivision), municipal infrastructure design, the clearance of Conditions of Approval, and the preparation and implementation of development agreements.

Assists the Senior Engineer in the development and implementation of land development engineering policies and procedures.

Interacts with applicants and their agents on functional design and construction of development proposals, as required, including the preparation and implementation of development agreements.

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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, redevelopment and environmental protection issues.

Supervises the construction of municipal services within developments. This includes conducting and attending related construction meetings, supervising the field operations of contractors, initiating inspections, testing and sampling of work in progress and completed work, reviewing related construction reports, commenting on any major changes in design during the construction phase and ensuring that all materials, operations and construction conform to specifications.

Establishes the two year guaranteed maintenance period, requests repairs as necessary and details any deficiencies to the developer.

Conducts field investigations to identify and assess present and future conditions relating to development proposals.

Reviews and verifies development design and agreements to ensure compliance with City of Hamilton policy and construction requirements.

Co-ordinates and provides engineering comments on planning applications including the preparation of Conditions of Approval.

Assists in supervising, training and guidance to staff within the Division.

Recommends the value of financial security to be retained to ensure completion of the developer's obligation.

Liaises with other City departments for applications for municipal infrastructure extensions related to the Municipal Act, the Local Improvement Act, and the Development Charges Act as it impacts development proposals.

Liaises with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups.

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

Writes Council reports, composes correspondence related to major responsibilities.

Prepare and present engineering comments for internal discussions and meetings.

Participates on various corporate committees as required.

Makes recommendations related to departmental current and capital budgets.

Tracks progress and time required to facilitate design review used to establish benchmarks

Performs such other duties as assigned which are directly related to the responsibilities of the position.

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.

QUALIFICATIONS

1. University degree in Civil Engineering or equivalent and registered as a Professional Engineer in the Province of Ontario, and demonstrated, progressive relevant work experience related to duties described.

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2. Proven demonstrated knowledge of the duties described and related experience in the land use planning process and development control with respect to municipal and private servicing, grading, drainage, stormwater management and associated environmental matters.
3. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
4. Working knowledge of the Planning Act as it relates to planning approvals and authority of the municipality and Section 221 of the Municipal Act as they relate to the extension of municipal services and the cost recovery process as it related to development projects.
5. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
6. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. Knowledge and understanding of the requirements of health and safety responsibilities and duties for supervisors as outlined in the Occupational Health and Safety Act, Section 26 and 27.
8. Well-developed written and verbal communications skills
9. Proficient in the use of various computer software applications i.e., Word, Access, Excel.
10. 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.

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