

## **CITY OF HAMILTON**

### **PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (GROWTH MANAGEMENT DIVISION – INFRASTRUCTURE PLANNING SECTION – LOCATION – 71 MAIN STREET WEST)**

#### **SENIOR PROJECT MANAGER – INFRASTRUCTURE PLANNING**

##### **SUMMARY OF DUTIES**

Reporting to the Manager of Infrastructure Planning, the Senior Project Manager, will provide leadership to subordinate staff in a multidisciplinary team environment that shall be responsible for tasks related to capital projects required to facilitate the City's growth and redevelopment. The Senior Project Manager is responsible for developing and maintaining the Growth Management Plan.

Prepares and/or evaluates the requirements of Master Planning Studies (Transportation Master Plans, Master Drainage Plan, Servicing Studies and Class Environmental Assessments) as they relate to the future growth of the City.

Aid in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Possess a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Senior Project Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

Leads by example and functions as a mentor to subordinate staff

Possess a high level of personal integrity and be an excellent communicator.

##### **RESPONSIBILITIES**

You will assume the day-to-day responsibilities for the growth infrastructure environmental assessment elements of the Infrastructure Planning Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

You will participate in 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 issues utilizing your multi-disciplinary expertise to co-ordinate Infrastructure Planning activities.

The Senior Project Manager will project manage consultants on infrastructure planning projects following the Municipal Engineers Association Guideline for conducting Class Environmental Assessments including the preparation of terms of reference, consultant retention, project initiation, progress meetings, quality/budgets/time control and report preparation.

Oversee the preparation of studies and reports related to the analysis of infrastructure, environmental and economic impacts associated with development and redevelopment of lands. Deliver a servicing program that will meet the needs of the City while balancing the environmental and economic costs and develop mitigation measures to address impacts.

Ensure co-ordination of Infrastructure planning and capital construction projects.

##### **GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Participates on various corporate committees as required.

Keeps abreast of emerging trends and makes appropriate recommendations

Recommends public consultation techniques and data requirements for Infrastructure Planning projects.

Contributes to the establishment and maintenance of policies and procedures related to planning and Class EA

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 public, staff, other departments, municipal and government agencies.

Writes reports, composes correspondence and delivers effective presentations in a public setting

Directs, supervises and train subordinate staff.

Develops policies and procedures related to Integrated Master Planning practices.

Provides support to the Growth Management Capital Budget including preparing and recommending three to ten year for roads, water/ wastewater and stormwater initiatives(Including the forecasting of when land acquisition , environmental assessments, detail design and implementation).

Performs 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 Engineering, Urban Planning, Design or a related field • Masters degree or further post-secondary education in transportation planning, economics, logistics or related field would be considered an asset • extensive experience in a transportation planning, goods movement or logistics position
2. knowledge of major goods transportation providers and users in Hamilton and a good understanding of goods movement, supply chain and logistics operations and issues
3. demonstrated ability to work in a multidisciplinary team setting using well developed communications, project management, analytical, problem-solving and computer skills
4. Membership in the Professional Engineers Ontario, Ontario Professional Planners Institute, Canadian Institute of Planners or Logistics Institute would be considered an asset
5. Extensive proven knowledge in the areas of Transportation Planning, Storm Water Management, Knowledge of the Municipal Class Environmental Assessment and familiarity with other Municipal, Provincial, Federal Acts, policies, and guidelines related to Municipal Infrastructure Projects.
6. Experience into procurement of professional consulting services.
7. Highly developed ability to articulate a vision to lead and inspire others.

8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
10. Experienced in designing and delivering customer focused programs and services
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
13. Knowledge of collective bargaining process.
14. Working knowledge of computer software applications.