

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

GROWTH MANAGEMENT DIVISION – DEVELOPMENT ENGINEERING - LOCATION – 71 MAIN ST. W., 6TH FLOOR)

SENIOR PROJECT MANAGER, IMPLEMENTATION AND ADMINISTRATION

SUMMARY OF DUTIES

Reporting to the Manager, Construction, the Senior Project Manager provides leadership to subordinate staff in a multi-disciplinary team environment that shall be responsible for all aspects of construction services related to land development and capital infrastructure projects required to facilitate the City's growth management plan, including construction supervision, review of material testing, compliance to City standards, payments for city share of works, letter of credit reduction, lot grading and site alteration acceptance.

Accountable for ensuring that infrastructure is constructed in accordance with City and Provincial guidelines with minimal disruption to the public and internal departments. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner. Instills a customer service focus with subordinate staff.

Assists in establishing strategies to improve effectiveness and efficiencies in delivering services to meet mandated goals and objectives.

Assist in the development of policy and procedures for improved stewardship and accountability, legislative compliance, risk management, financial efficiency and ensure that section, division and department objectives are accomplished by the construction team.

Delivers the quality assurance and quality control program which includes but is not limited to the construction of roads, water and wastewater infrastructure.

Ensure co-ordination of activity on construction projects including but not limited to utility work.

Arranges the training and education of staff as required.

GENERAL DUTIES (including, but not limited to)

Assumes lead accountability and responsibility for acceptance of works completed through the development process.

Responsible for tracking and recording data related to development projects.

Recommends security reductions and cost sharing payments for development projects while ensuring projects are completed within the required construction schedule, within the approved budget and spending authority.

Ensures completion of reports and by-laws for municipal infrastructure extension associated with Municipal Act cost recovery projects as a well as agreements and tracking procedures are in place to facilitate "Best Effort" recoveries in accordance with the City's Financial Policies for Development.

Supervises the construction of municipal infrastructure within developments. This includes conducting and attending meetings, scheduling and supervising field staff for inspections and testing and addressing major design changes with engineering review teams.

Implements staff training to ensure compliance with City and Provincial requirements.

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Responsible for the performance management of staff including motivation and supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations and confidential matters.

Review, recommend and update construction procedures, standards and guidelines that are used, in but not limited to the design of roads, sidewalks, water/ wastewater infrastructure and structures such as bridges, culverts and retaining walls.

Ensures co-ordination of activity on development and capital construction projects including but not limiting to utility work.

-Assists management and staff in matters related to lot grading and site alteration inspection, compliance and security release. Will attend site meetings with residents and enforcement staff, where required, with respect to matters related to drainage and grading and offer technical expertise where required.

QUALIFICATIONS

1. Knowledge and experience in theories of Civil Engineering as it relates to municipal construction normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Licensed as a Professional Engineer by Professional Engineers of Ontario (Preferred) or Certified with the Ontario Association of Certified Engineering Technicians and Technologists with extensive engineering and development experience.
3. Extensive knowledge of construction principals and construction materials as they relate to municipal infrastructure (grading, road, sewer and watermain) design and construction.
4. Demonstrated knowledge of the planning and development process along with understanding of time sensitivity of growth-related projects to the well being of the City.
5. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
6. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, team advocacy, staff delegation and empowerment and be committed to results.
7. Working knowledge of 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.
8. Thorough knowledge and understanding of the statues, regulations and by-laws affecting the department's engineering responsibilities.
9. Working knowledge of the collective bargaining process.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Familiarity of requirements of the MOE MECP Class 1 operators Certificate in Water Distribution and Wastewater Collection.
12. Thorough 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.

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13. Competent administration and budgeting ability. Preference will be given to the candidate also having an educational background related to business and finance.
14. Strong project management and organization skills.
15. Experience in a computerized environment.
16. Must possess a Class "G" Driver's License with provisions 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
