

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(GROWTH MANAGEMENT DIVISION – DEVELOPMENT ENGINEERING – LOCATION – CITY HALL)**

MANAGER, INFRASTRUCTURE PLANNING

SUMMARY OF DUTIES

Reporting to the Director of Growth Planning, directs a multi-functional workforce engaged in delivery of services to the Land Development industry including all aspects of development engineering, subdivision/condominium approval, part lot control and site planning.

Accountable for ensuring Infrastructure strategies including Environmental Assessments are in place to support the City's Growth Plan and recommend the required capital projects to align with recommendations coming out of the council approved staging program.

GENERAL DUTIES

Direct and develop the City's Staging of Development Program.

Assist in preparing capital and divisional operating budgets.

Develop/monitor the City's Financial Policies for Development.

Coordinate Master Servicing Plans/Sewer and water distribution analysis.

Lead liaison with Public Works Master Planning team.

Direct and manage the review of Transportation Studies, Master Drainage Plans and Storm Water Management reports, including Environmental Assessment process as required.

Direct and manage the general administration of the work areas under his/her jurisdiction by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of Section resources.

Develop goals and objectives by initiating projects dealing with development implementation such as development engineering, subdivision/condominium approval, part lot control and site planning.

Prepare work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Responsible for establishing and achieving section goals and objectives through the effective and efficient use of financial and staff resources.

Develop and deliver quality services in a timely and cost effective manner.

Evaluate and report on the section's service, financial, administrative and staff performance against internal and external benchmarks.

Design and implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Act as a resource to supervisors and staff in the measurement of service quality, customer satisfaction and the implementation of continuous improvement programs. Provide support and advice in business and strategic planning. Ensure that the approach to the development, delivery, evaluation and accountability of services reflects sound business practices.

Participate in strategic planning and direction of the Division.

Lead an effective section team, providing coaching and advice to subordinate supervisors to optimize performance.

Participate in the development of annual capital/operating budgets.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various corporate, community, provincial or federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Council and its Committees.

Approve preparation of subdivision agreements and interpret policy ensuring that subdivision agreements meet financial obligations, easements, land conveyances and new services.

Assist in developing inspection standards during construction of services in subdivisions. Resolve differences as they arise between subdividers and the City and undertake field inspections to monitor quality of work required to initiate and manage projects in advance of developments proceeding.

Answer enquiries from general public, consultants, developers and politicians on availability of services, status of agreements, development control policies and operating by-laws.

Appear as expert witness at Ontario Municipal Board hearings.

Implement customer service initiatives and create a customer focused culture.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.

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 responsibilities of the position.

QUALIFICATIONS

1. Progressively responsible management experience, apply knowledge and theories of Civil Engineering as it relates to building 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.
3. Sound understanding of planning, design and construction of municipal infrastructure.
4. A proven track record for long term visioning and big picture thinking.
5. Highly developed ability to lead and inspire others.
6. Strong leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
7. Demonstrated ability to effectively manage multi-disciplinary staff in a results oriented environment.

8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Working knowledge and understanding of statutes, regulations and by-laws affecting the section.
10. Computer literacy in electronic mail, internet, word processing, spreadsheet and database applications and engineering modeling techniques.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
12. Knowledge of current engineering standards and design and construction techniques.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
14. Must possess a valid class "G" Driver's licence and vehicle available for use as required.