

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM & CULTURE DIVISION – HERITAGE FACILITIES & CAPITAL PLANNING - LOCATION – 77 JAMES ST. N. STE 305)

SENIOR PROJECT MANAGER – CAPITAL PROJECTS (CULTURE)

SUMMARY OF DUTIES

Reporting to the Manager, Heritage Facilities & Capital Planning, the Senior Project Manager, Heritage Capital Projects, provides for the planning and management of corporate facility development to meet the needs of the client department. The incumbent will be responsible for the planning and implementation of Capital Projects including the future development and redevelopment of heritage municipal facilities and properties, along with overseeing the delivery of the life cycle renewal of building components.

Accountable for ensuring that construction activity is delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost effective manner. Instils a customer service focus with subordinate staff.

In addition, the Senior Project Manager, Heritage Capital Projects, will take a lead role in the planning and implementation of strategies to ensure regulatory compliance with legislated acts, as they relate to the efficient maintenance and operation of the City's Corporate facilities.

GENERAL DUTIES

Develops strategies, plans and policies to guide corporate facility development considering condition and amenities in existing infrastructure, growth needs, operational costs, capital costs, partnership opportunities, and the municipal role.

Monitors and assesses trends in participation, utilization and design to provide advice on facility upgrades and new facility development.

Develops specific program solutions considering need, design options, capital costs, impact on operational budget, and user satisfaction.

Develops integrated project schedules that meet the needs of operations, facility users and construction contract schedules.

Planning and implementation of feasibility studies, building condition reports and historic structures reports.

Allocates and manages assigned capital projects and their associated budgets.

Develops and implements environmental quality delivery standards and quality assurance programs and ensures that staff delivers services using the approved protocols.

Keeps current with provincial and federal legislation and environmental standards, the Ontario Building Code, as well as industry standards such as those published by ASHRAE and other relevant agencies. Attends scheduled BOMA and IFMA meetings, seminars and conventions, as required.

Provides construction management services for the delivery of the capital construction projects, including the co-ordination of quality assurance and quality control for construction projects. Ensures projects are constructed in compliance with City, Provincial and Federal regulations or guidelines with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Ensures co-ordination of activity on construction projects including but not limited to utility work. Provides project management of consultants and the development of standards for work performed by consultants.

Oversees the commissioning of capital projects including coordination of specifications, site meetings, scheduling, verification of contractor progress payments and deficiency documentation.

Responsible for the performance of contractors on construction projects including recommending and implementing a contractor's performance appraisal system and associated contractor project or construction contract reviews.

Provides construction management services and technical assistance to staff of the Energy, Fleet and Facilities Division and liaise with the other City Departments as needed.

Provides direction and support to Project Management Staff and Facility Supervisors.

Recommends procedures; maintains control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Manager.

Recommends and implements procedures and maintains public relations through subordinate staff.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties

Ensures that all employees, consultants and contractors perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Writes reports, prepares presentations, and composes correspondence related to major responsibilities.

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. Extensive knowledge of the theories and practices of Construction and Facilities Management specifically relating to Heritage Buildings and Structures normally acquired through the completion of a combination of a University Degree (preferably in Architecture or Engineering) WITH demonstrated, relevant and extensive experience related to the duties described. Membership with a relevant and appropriate Professional Organisation is a pre-requisite.
2. Extensive knowledge of engineering, architectural and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
3. Knowledge of Facilities Management and its 9 core competencies as well as Asset Management life cycle theories with a focus on Project Management and Human and Environmental Factors.
4. Extensive knowledge of the policies, practices and procedures for the conservation, restoration and rehabilitation of heritage buildings and structures, including but not limited to The Standards and Guidelines for the Conservation of Historic Places in Canada.

5. Demonstrated experience with heritage issues, heritage components of the Building Code, Ontario Heritage Trust easements, Municipal Heritage designations, National Historic Site designations and heritage permit applications and reviews.
6. Highly developed ability to articulate a vision, to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment.
11. Possess a high level of personal integrity and be an excellent communicator.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
14. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
15. Demonstrated knowledge of the Accessibility for Ontarians and Disabilities Act.
16. Demonstrated knowledge of the Ontario Heritage Act.
17. Knowledge of the collective bargaining process and experience of working in a union environment.
18. Sound working knowledge of computer software applications including but not limited to MS Word, Excel, PowerPoint, MS Project and AutoCAD.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.