

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (TOURISM AND CULTURE – HERITAGE RESOURCE MANAGEMENT – LISTER BLOCK)

#### HERITAGE CAPITAL PROJECT SPECIALIST - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the, Senior Project Manager, Heritage Facilities and Capital Planning (Heritage Resource Management). Research for, plans for and delivers Heritage Capital projects. Coordinates the hiring of contractors and consultants, the monitoring of tradespeople, management of consultants and quality control of capital projects in accordance with heritage conservation standards. Assists with the management of the Consultant Roster and Asset Management planning. Provides support to the Senior Project Manager, Manager and Director as it pertains to project development, capital planning and Council reporting, leads staff as assigned. Assists the HFCP Capital Works Coordinator and the Facilities Supervisor to develop, deliver and manage capital projects.

#### GENERAL DUTIES

Develops project scope and works with the Senior Project Manager to create a 10-year capital plan for Tourism and Culture. Participates in budget planning processes as required at the Divisional level.

Participates in unit work plan creation with the Senior Project Manager for HFCP projects.

Meets with site representatives and organizes capital work plans for sites, in cooperation with the Senior Project Manager.

Organizes, inputs, maintains, reports information regarding the Asset Management planning software for HFCP.

Participates in planning and writing grants with the Senior Project Manager

Organizes procurement, permits, hiring, implementing, and monitoring Heritage Capital Projects including but not limited to historic house interior finish conservation, exterior historic masonry and finish conservation, heritage facility major maintenance as it pertains to heritage conservation at the Hamilton Civic Museums and other buildings owned by the City of Hamilton and managed by Tourism and Culture, as assigned by the Senior Project Manager.

Develops specifications for capital projects under the direction of the Senior Project Manager.

Conducts all necessary administration for assigned projects relating to construction, including writing procurement documents, acquiring building permits and managing billing, filing of paperwork and documentation of projects.

Recruits, oversees, and coordinates contractors and consultants for assigned projects. Leads contract staff and interns. To complete capital projects.

Assists in overseeing the Consultant Roster as a representative of Planning and Economic Development and is responsible for the RFRC process and reporting.

Assists in overseeing the RFPQ process for Prequalified Heritage Trades and any other RFP process to permit work such as RFPs for specific capital projects as assigned.

Coordinates and attends site meetings for assigned projects and reports progress to the Senior Project Manager on a bi-weekly basis or as appropriate to the nature of the work.

Assists in updates to the Capital Budget variance report quarterly.

Provides support to the Senior Project Manager in the form of site visits and monitoring back-up on other HFCP projects when the Senior Project Manager is not able to attend.

Writes heritage permit applications and reports for the Ontario Heritage Trust and the Municipal Heritage Committee

Ensures heritage conservation activity is delivered in accordance with City and provincial guidelines.

Keeps current with provincial and federal legislation and environmental standards, the Ontario Building Code and industry standards.

Assists with the writing of reports, prepares financial information and other KPIs, composes correspondence to assist the Senior Project Manager when corresponding with Senior Management, Council, the media and the public.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

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. A diploma or degree in Built Heritage Conservation Studies or equivalent degree or diploma is required.
2. Previous experience in built heritage conservation related to duties listed above, acquired through a combination of education and relevant work experience.
3. Extensive knowledge of the conservation, restoration and rehabilitation of heritage buildings and structures.
4. Extensive knowledge of heritage guidelines and specifications as set out by agencies such as Parks Canada.
5. Previous work experience in project management and construction at heritage buildings and sites
6. Demonstrated experience with heritage issues, heritage components of the building code, working on project with Ontario Heritage Trust Easements, Municipal Heritage Designations, National Historic site designations and needing heritage permit applications and reviews.
7. A heritage carpentry background would be considered an asset.
8. AutoCAD and hand drawings skills would be considered an asset.
9. Good communication and organizational skills are required.
10. Intermediate working knowledge of MSWord, Excel, PowerPoint, Microsoft Outlook. Intermediate knowledge of AutoCAD is an asset but not required.