

## CITY OF HAMILTON

### PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (LIGHT RAIL TRANSIT PROJECT OFFICE – DESIGN SERVICES – LRT SECTION – LOCATION – TBA)

#### SENIOR PROJECT MANAGER – SUBSURFACE - LRT

Joining the Hamilton Light Rail Transit (LRT) project team is a great opportunity to be part of one of the most exciting projects in the City's history and could be an ideal development opportunity for staff. The incumbent will have the opportunity to interact with many departments and divisions across the City, as well as external partners, and support transformative work in the community. Internal candidates will maintain rights to return to their permanent home position at the end of the contract term, in alignment with applicable policies, practices and in accordance with applicable collective agreements. Specific details can be reviewed at time of employment offer.

#### SUMMARY OF DUTIES

Reporting to the Manager, Design - LRT, the Senior Project Manager, Subsurface - LRT will provide leadership to subordinate staff, in a multi-functional workforce engaged in the implementation of the Hamilton LRT project. Recommend improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that design and construction of subsurface infrastructure in the Hamilton LRT project are delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Instill a customer service focus with subordinate staff

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as a mentor to subordinate staff.

Provides construction, tender and design services for the Hamilton LRT project through the direction of in-house staff and consultants.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

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

#### PROJECT OVERVIEW

Hamilton LRT is focused on improving access to transit and supporting the continued growth and revitalization of the city. It is the first piece of a broader rapid transit strategy for Hamilton, referred to as the BLAST Network, as well as a priority project in Metrolinx's Regional Transportation Plan.

In May 2021, a joint funding announcement was made by the provincial and federal governments committing \$3.4B to the capital cost of the project, making the Hamilton LRT one of the largest infrastructure investments in the City's history.

The LRT will connect McMaster University in the west end of Hamilton to Eastgate in the east, with new light rail vehicles running along tracks separated from regular traffic, offering frequent, safe and reliable service. It will also integrate with Hamilton Street Railway (HSR) bus service, and connect with local bike share, and GO bus and rail service.

#### RESPONSIBILITIES

Assumes responsibility for the provision of construction, tender and design services for subsurface infrastructure in the Hamilton LRT project to meet the growing needs of the residents and businesses of the new City of Hamilton.

The Senior Project Manager, Subsurface - LRT is accountable to the Manager, Design - LRT and ensures that construction, tender and design services for subsurface infrastructure are delivered in accordance with City and Provincial standards with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision.

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

Provide creative leadership and direction to subordinate staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Deliver construction, tender and design services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

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

Provide construction, tender and design services for subsurface infrastructure in the Hamilton LRT project, inclusive of utility coordination, project approvals or permits, quality assurance and quality control.  
Ensures projects are designed, constructed and commissioned within construction schedules and in compliance with City, Provincial and Federal regulations or guidelines.

Review, approve and manage telecommunication, hydro and gas utility applications and municipal consents within the Corridor inclusive of subsurface coordination with capital projects, development activities and external public and private utility installations.

Provide project management services and develop standards for work performed by consultants.

Provide and lead technical reviews of LRT project drawings and documents inclusive of infrastructure separation, material selection, quantity checks, design criteria and construction standards. Liaise with internal and external partners and stakeholders to maintain project momentum.

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

Provide construction, tender and design services inclusive of technical assistance related to subsurface infrastructure to the Manager, LRT Technical Services & Approvals Coordination, staff of the LRT Project Office, other divisions of the Planning and Economic Development Department or Corporate staff.

Provide supervision and direction to subordinate staff.

Administers archiving of project-related construction, tender and design documentation, inclusive of construction as-builts, to maintain accurate and secure long term records for future reference across City departments.

Ensures that work performed by employees is in accordance with applicable Health and Safety legislation and City of Hamilton corporate and departmental policies and procedures.

Recommend and implement procedures and maintain public relations through subordinate staff.

Performs other duties as assigned which are directly related to the responsibilities of the position.

**QUALIFICATIONS**

1. Degree in Civil Engineering and membership with the Professional Engineers of Ontario preferred or extensive progressively responsible experience, knowledge and leadership in the construction of highly complex municipal projects.
2. Extensive knowledge and experience in the provision of construction services for City and Third Party Utility subsurface infrastructure in highly complex municipal projects.
3. Extensive knowledge of engineering and project management to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
7. Experienced in designing and delivering customer focused programs and services.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Knowledge of collective bargaining process.
11. Working knowledge of computer software applications such as Microsoft Word/Excel/Outlook/PowerPoint, Geographic Information Systems (GIS) and electronic document management systems.
12. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
13. Must possess and maintain a valid Class "G" Driver's Licence in the Province of Ontario.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**

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