

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(OFFICE OF CLIMATE CHANGE INITIATIVES – LOCATION – 71 MAIN STREET WEST, 7TH FLOOR)**

SENIOR PROJECT MANAGER CLIMATE CHANGE INITIATIVES

SUMMARY OF DUTIES

Reporting to the Director, Office of Climate Change Initiatives (OCCI), the Senior Project Manager will lead special projects and initiatives delivered by the OCCI, providing strategic and operational expertise and overall project management and delivery. Initial priority projects identified for this role include the HERO (Home Energy Retrofit Opportunity) program and advancing the city's work related to green building and urban greening. This will include research, policy development, program development and implementation, and technical support for corporate and community level action.

GENERAL DUTIES

Undertake project development/implementation and on-going guidance and support to achieve goals and implement policies related to the Hamilton Climate Action Strategy.

Initiate, design and manage projects, work plans, schedules, establishing and monitoring priorities and timetables and determining the allocation of responsibilities to staff and consultants working on OCCI managed climate action projects and programs.

Provide guidance to facilitate corporate climate innovation for municipal building retrofits and new municipal buildings.

Direct/oversee creation and support implementation of an Energy Performance/Net Zero standard for all new municipal buildings.

Serve as advisor/coach for residential energy retrofit pilot project, providing guidance and support to community program participants.

Direct long-term planning for roll-out of deep energy/climate resilience building retrofit initiatives (ramp-up of residential retrofits, development of commercial, industrial, multi-residential buildings retrofit program).

Provide advice and guidance regarding City Climate Change Reserve support for municipal and community climate innovation where building retrofits, new buildings, and urban greening are concerned.

Research and share best practices to help inform policy and action where building retrofits and net zero new building methods are concerned.

Research and share best practices to help inform policy and action where urban greening methods are concerned
Review and submit reports to Council and its Committees, department and divisional staff, other departments and external agencies, consultants and the public.

Develop Requests for Proposals, evaluate consultant submissions and recommend selection.

Provide expertise and advice to city staff and external stakeholders on climate action projects and plans.

Respond to inquiries from public, staff, elected officials, other departments, outside agencies and developers.

Perform other duties as assigned which are directly or indirectly related to position responsibilities.

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.

QUALIFICATIONS:

1. A Bachelor's degree in the building sciences (Engineering, Architecture, Planning) or any related field that provides an in-depth understanding of the technical functioning of buildings from an energy consumption and greenhouse gas emissions point of view.
2. Knowledge and experience with energy management and climate change mitigation (energy upgrades, retro-commissioning, energy auditing, measurement and verification, energy policy, climate change mitigation and adaptation, community energy, sustainable/ green building design, etc.)
3. Demonstrated experience with development and/or implementation of residential building retrofit programs considered to be an asset.
4. Understanding of the program development process and how to implement new initiatives (including planning, costing, team building, implementation strategies, building in feedback and evaluation techniques)
5. Experience in working with the public on the development and implementation of community programs.
6. Relevant certifications/skills such as Certified Energy Manager, Certified Energy Advisory/Auditor considered to be an asset.
7. Familiarity with various green building design principles/certifications (LEED, Passive House, etc.) considered to be an asset.
8. Demonstrated experience/familiarity with green roofs, white roofs, renewable energy installations, strategic tree planting/greening for building energy conservation considered to be an asset.
9. Familiarity with ISO 50001 Energy Management Systems, EnerGuide rating system considered to be an asset.
10. Excellent interpersonal skills, including written and verbal communications skills, with the ability to converse effectively with varying levels of staff including Councillors, representatives of other levels of government, senior management, peers, staff and the public. Excellent negotiation and mediation skills.
11. Excellent critical thinking, evaluation and analytical skills and the ability for long-term visioning and strategic thinking.
12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Highly developed ability to articulate a vision to lead and inspire others.
14. Ability to work independently and in a team setting.
15. Excellent organizational, time management skills and multi-tasking skills.
16. Computer proficiency in MS Office (Word, Excel, Outlook)

Job Description #: A14028

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