

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT

(PLANNING DIVISION – SUSTAINABLE COMMUNITIES SECTION - LOCATION – 71 MAIN ST. W., 4th FLOOR)

PROJECT MANAGER, URBAN BOUNDARY EXPANSION- ENGINEERING - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Program Lead Urban Boundary Expansion, the position is responsible for the review and coordination of engineering comments of development proposals and related municipal servicing infrastructure system capacity (water, sewer, stormwater management), related to urban boundary expansion proposals/applications.

The Project Manager works in a team environment that focuses on the processing, review and formulation of recommendations on applications to meet legislated timelines.

Work closely with various internal stakeholders from Public Works and Planning and Economic Development Departments responsible for transportation and infrastructure.

Facilitates the engineering review process of urban boundary expansion proposals/applications in accordance with City and Provincial guidelines.

Accountable for engineering review and coordination of stakeholder comments, of urban area boundary expansion applications and any associated secondary planning activities. Prepares engineering policy and operational reports for the Program Lead

Assists in the development and the implementation of the City's Staging of Development for any secondary planning.

Assists in developing a multi-year capital program and budget that incorporates necessary infrastructure extension projects and infrastructure upgrades required to support lands brought into the urban area boundary.

Represents the City at the OLT on engineering matters.

Manages several projects simultaneously from the initial stage to construction.

Leads by example and functions in a team orientated environment.

Prepare and defend witness statements at the Ontario Land Tribunal, attend and participate in mediation proceedings, collaborate and coordinate with other City participants as part of any potential planning decision appeals.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Facilitates the engineering review process of urban boundary expansion proposals/applications in accordance with City and Provincial guidelines.

Attends public meetings to present the City's position/actions to the public and outside government bodies. Represent the section, division, department and/or the City in formal or informal meetings with elected representatives, the public, other municipalities and technical organizations. Respond to members of the public, elected representatives, and other agencies verbally, electronically and in writing.

Liaises with Applicants (developers), their agents (consultants), and outside agencies (Conservation Authorities, MTO, MECP etc.) on engineering matters related to urban boundary development proposals, including associated

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Planning Act approvals, official plan amendments, secondary plans.

Assists the Program Lead in the development and implementation of land development engineering policies and procedures.

Interacts with applicants and their agents on engineering matters related to urban boundary expansion proposals; e.g. functional design Requirements, provincial legislation, City standards, etc..

Participates in multi-disciplinary teams comprised of staff not only from the Planning and Economic development department, but from other City departments and outside agencies in order to address relevant City matters.

Reviews and verifies infrastructure capacity, development design requirements and provides input into policy formulation related to infrastructure needed to support UBEs.

Co-ordinates comments from stakeholders and prepares engineering comments on UBE planning applications.

Liaises with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups as required.

Receives and answers inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.

Assists in the preparation of Council reports, composes correspondence related to major responsibilities.

Participates on various corporate committees as required.

Provides input to related departmental operating and capital budgets.

Tracks progress and time required to facilitate review of development proposal submissions against established benchmarks.

Performs such 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.

Experience with preparation of witness statements, materials, and participation in proceedings relating to the Ontario Land Tribunal is considered an asset.

QUALIFICATIONS

1. A bachelor's degree in civil engineering or equivalent and registered as a Professional Engineer in the Province of Ontario, with demonstrated, progressive relevant work experience at a senior level related to duties described, normally acquired from 7+ years' experience in municipal engineering.
2. Demonstrated knowledge of the duties described and substantial experience in the land use planning process and development approvals related to municipal servicing, grading and drainage, stormwater management, and associated environmental matters.
3. Extensive knowledge and expertise in the design and construction principals, approvals protocols, and as they relate to municipal infrastructure (sewer, watermain, stormwater management) planning and design.
4. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the approval,

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financing, and delivery of municipal infrastructure.

5. Possesses a demonstrated record of technical competence, team advocacy and customer focus
6. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. Knowledge and understanding of the requirements of health and safety responsibilities and duties for as outlined in the Occupational Health and Safety Act, Section 26 and 27.
8. Well-developed written and verbal communications skills
9. Proficient in the use of various computer software applications i.e., Word, Access, Excel.
10. Must possess a Class "G" Driver's Licence with provision of a vehicle for use on the job.