

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT (GROWTH MANAGEMENT DIVISION – INFRASTRUCTURE PLANNING SECTION – LOCATION – 71 MAIN ST. W.)

SENIOR ENGINEER, CAPITAL PLANNING

SUMMARY OF DUTIES

Reporting to the Manager, Infrastructure Planning, the Senior Project Manager will provide leadership in a multidisciplinary team environment that shall be responsible for functions and tasks related to capital infrastructure planning, divisional administrative functions, budgets, policy, and guidelines required to facilitate the City's growth and redevelopment.

Accountable for ensuring that infrastructure is planned in accordance with City and Provincial guidelines and policies in consultation with the public, internal departments, and external agencies.

RESPONSIBILITIES

You will assume the day-to-day responsibilities for growth-related infrastructure planning strategies and coordinating their implementation in consultation with the development community and across departments, ensuring that the needs of the City, its residents, and businesses are met and delivered in a timely and cost-effective manner in accordance with municipal and provincial policies.

You will prepare/administer the division's annual capital infrastructure budget submissions and capital budget forecast, and report on the budget status of approved projects.

You will oversee the division's administrative function related to tracking and reporting, database administration, including records management.

You will participate with various corporate teams to ensure co-ordination of infrastructure planning and capital construction projects to support the City's growth strategy.

You will participate in corporate teams comprised of cross-departmental staff to address from a growth perspective issues including: development charges, provincial legislation, the environment and climate change, design standards, policy and applicable law, process improvement, etc.,

You will review technical studies that support various development proposals and provide recommendations as it relates to orderly development, feasibility, financing, and approval requirement.

You will facilitate preparation of studies and reports related to the analysis of infrastructure, the environment, and economic impacts associated with development and redevelopment of lands.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

The Senior Project Manager duties include:

- Developing and facilitating infrastructure planning strategies to support the City's Growth Plan.
- Preparing and maintaining the capital budget and budget forecast for growth related infrastructure in consultation with divisional counterparts.
- Engineering lead on divisional planning studies (Class EAs, Block Servicing Strategies, Master Plans, etc.) and divisional representative on growth related planning and infrastructure projects and initiatives.
- Providing in-house expertise in the areas of planning, budgeting and functional design for infrastructure projects.

- Overseeing the preparation of divisional tracking reports, database administration, and records management.
- Participating in preparation of background studies in support of the Development Charges By-law.
- Developing and administering growth related policy, procedures, guidelines, and standards.
- Continuous improvement initiatives for improving the section's technical performance.
- Preparing sectional reports measuring performance against established benchmarks related to services, financial, administration and staff performance.
- Liaising with the development community on development proposals.
- Providing support to the division's Staging of Development Program and Corporate Strategic Initiatives.

OTHER DUTIES & RESPONSIBILITIES

- Participating on various corporate committees as required.
- Liaising with external agencies (provincial ministries, neighbouring municipalities, conservation authorities) and stakeholder groups on various matters related to the division's core business.
- Responding to enquiries of a technical nature from public, staff, other departments, and Council.
- Writing reports, composes correspondence and deliver presentations in a public setting.

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. University degree in Civil Engineering or equivalent and registered as a Professional Engineer in the Province of Ontario, and demonstrated, progressive relevant work experience related to duties described.
2. Extensive knowledge of municipal infrastructure planning, design and construction principals, approvals protocols, and construction materials as they relate to municipal infrastructure (road, sewer and watermain) design and construction.
3. Demonstrated knowledge of legislation and processes governed by the Planning Act, Development Charges Act, and the Environmental Assessment Act.
4. Demonstrated ability to effectively manage multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment. Working knowledge of the collective bargaining process is preferred.
5. Knowledge and understanding of the policies, statues, regulations and by-laws affecting the division's engineering responsibilities.
6. Strong project management and organization skills with a demonstrated record of strong leadership and guidance, technical competence, customer focus, team advocacy, staff delegation and empowerment.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. Knowledge and understanding of the requirements of health and safety responsibilities and duties for supervisors as outlined in the Occupational Health and Safety Act, Section 26 and 27.
9. Must possess a Class "G" Driver's License with provisions of a vehicle for use on the job.

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

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