

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
GROWTH MANAGEMENT DIVISION – CONSTRUCTION - LOCATION – 71 MAIN ST. W., 6TH FLOOR)

PROJECT MANAGER (GROWTH MANAGEMENT) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager of Construction, under the general supervision of the Senior Project Manager (Construction), the Project Manager is responsible for the implementation of City of Hamilton development agreements, and the construction of growth related municipal infrastructure.

Supervises the construction of municipal services within developments. This includes conducting and attending related construction meetings, supervising the field operations of contractors, initiating inspections, testing and sampling of water for work in progress and completed work, reviewing related construction reports, commenting on any major changes in design during the construction phase and ensuring that all materials, operations and construction conform to specifications.

Supervises the inspection of lot grading for both residential and commercial development and interacts with applicants and their agents and property owners on all matters respecting the inspection and implementation of lot grading while ensuring grading activities comply with City policy, by-laws and guidelines.

The Project Manager ensures that development engineering construction activities or City initiated projects are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner using a “best practices” approach.

Aids in the preparation of Sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Facilitates/manages through meetings and discussions with stakeholders and members of Council. Retains engineering consultants as required.

Leads by example and functions as a mentor to subordinate staff.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Assists the Senior Project Manager in the development and implementation of land development engineering policies and procedures.

Ensures that projects are delivered in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Missions and Vision.

Responsible for the co-ordination of activity on construction projects including but not limited to utility work.

Responsible for the construction, acceptance and assumption of growth related projects.

Maintains control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including recommendations for any required budget adjustments to the Senior Project Manager (Construction).

Acts as the front line communicator with councillors, staff and stakeholders concerning drainage matters that are typically related to new development, and work with stakeholders to identify implementable solutions.

Supervises the inspection of lot grading for both residential and commercial development and interacts with applicants and their agents and property owners on all matters respecting the inspection and implementation of lot grading while ensuring grading activities comply with City policy, by-laws and guidelines.

When required, act as an expert witness in matters respecting land drainage where grading policy or by-law infractions have been identified.

Interacts with applicants and their agents regarding the construction of development proposals, as required, including the implementation of development agreements.

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 development, redevelopment and environmental protection issues.

Reviews and verifies development design and agreements to ensure compliance with City of Hamilton policy and construction requirements.

Assists in supervising, training and guidance to the Inspector/Development Coordinator.

Establishes the two year guaranteed maintenance period, requests repairs as necessary and details any deficiencies to the developer.

Conducts field investigations to identify and assess present and future conditions relating to development proposals.

Recommends the value of security and cost-sharing payments to be retained to ensure completion of the developer's obligation.

Liaises with other City departments for applications for municipal infrastructure extensions related to the Municipal Act, and the Development Charges Act as it impacts development proposals.

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

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

Writes Council reports, composes correspondence related to major responsibilities.

Participates on various Corporate committees as required.

Makes recommendations related to departmental current and capital budgets.

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.

QUALIFICATIONS

1. Demonstrated knowledge of the practices and theories of Development Engineering, normally acquired by obtaining a University Degree plus progressive work experience or graduation from a recognized Community College in an accredited Engineering Technologist's Course with extensive progressive work experience or an equivalent combination of education and related work experience.

2. As a minimum, must be a registered certified member, or eligible for certification with the Ontario Association of Certified Engineering Technicians and Technologists.
3. Progressive experience directly related to municipal engineering with a sound background in land development, land drainage infrastructure and construction materials.
4. Vast knowledge of construction methods, equipment and technologies related to design and construction; including reading and interpreting site plans, engineering drawings and specifications.
5. Ability to communicate effectively with all levels of the organization including, elected officials, representatives of other levels of government, management, peers, staff and the general public, exercising excellent negotiation and conflict resolution skills.
6. Excellent oral and written communication skills with the ability to effectively communicate technical information to non-technical audiences.
7. Possesses a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment. In addition, the Project Manager will have a responsibility for investigating and recommending innovative/creative procedures and policies for improving the section's technical performance.
8. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment and the ability to articulate a vision to lead and inspire others.
9. Experienced in designing and delivering customer focused programs and services.
10. Demonstrated record of technical competence, team advocacy, and a customer focus.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Working knowledge of relevant computer software applications.
13. Must possess a Class "G" Driver's Licence with provision of a vehicle for use on the job.

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