

CITY OF HAMILTON

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT **(GROWTH MANAGEMENT DIVISION – DEVELOPMENT ENGINEERING - LOCATION- CITY HALL.)**

MANAGER OF DEVELOPMENT CONSTRUCTION

SUMMARY OF DUTIES

Reporting to the Director of Development Engineering, directs a multi-functional workforce engaged in delivery of services to the Land Development industry including all aspects of construction services related to the implementation and acceptance of development activities. Activities include and not limited to construction supervision, review of material testing, compliance to city standard, payments for city share of works, letter of credit reduction, lot grading acceptance etc.

Accountable for ensuring that construction activities are delivered in accordance with established guidelines through the effective and efficient use of financial and staff resources. Using best practises approach, develop and deliver quality services in a timely cost effective manner, including all lot grading acceptance.

Prepare and report on the section services, financial, administration and staff performance against established benchmarks.

GENERAL DUTIES

Provide construction services and acceptance including administration and supervision for the construction of roads, ponds, water and sewers (sanitary and storm) infrastructure and the associated structures for all new developments and development related projects including Lot Grading/Site Plan servicing approvals.

Direct and manage the general administration of the work areas under his/her jurisdiction by developing and recommending new policies and procedures and monitoring existing ones to maximize utilization of Section resources.

Develop goals and objectives by initiating projects dealing with development implementation such as development engineering, subdivision/condominium approval, part lot control and site planning.

Prepare work schedules, assign duties to staff, establish priorities, conduct staff hiring, monitor and evaluate staff performance, discipline and train staff, as well as assist in developing staff to their full potential.

Develop and deliver quality services in a timely and cost effective manner.

Design and implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Act as a resource to supervisors and staff in the measurement of service quality, customer satisfaction and the implementation of continuous improvement programs. Provide support and advice in business and strategic planning. Ensure that the approach to the development, delivery, evaluation and accountability of services reflects sound business practices.

Participate in strategic planning and direction of the Division.

Lead an effective Section team, providing coaching and advice to subordinate supervisors to optimize performance.

Participate in the development of annual capital/operating budget.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various Corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Council and its Committees.

Approve all works as outlined in the subdivision agreements including interpret policy ensuring that subdivision agreements meet financial obligations, easements, land conveyances and new services.

Develop inspection standards during construction of services in subdivisions. Resolve differences as they arise between subdividers and the City and undertake field inspections to monitor quality of work. Including maintain electronic records of works.

Establish procedures, maintain control and monitor of projects (or city share of works) to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including acquiring the approvals for any required budget.

Answer enquiries from general public, consultants, developers and politicians on availability of services, status of agreements, development control policies and operating by-laws.

Provide guidance and general supervision to Construction staff including developing standard procedures and the provisions of training programs to upgrade and maintain staffing skills.

Implement customer service initiatives and create a customer focused culture.

Working knowledge of the Health and Safety Act and applicable regulations

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

QUALIFICATIONS

1. Progressively responsible management experience, apply knowledge and theories of Civil Engineering as it relates to municipal construction normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Licenced as a Professional Engineer by Professional Engineers of Ontario or Certified with the Ontario Association of Certified Engineering Technicians and Technologists with minimum 10 years related municipal engineering and development experience.
3. Sound understanding of planning, design and construction of municipal infrastructure.
4. Extensive knowledge of engineering and asset management theories practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and projects,.
5. Highly developed ability to lead and inspire others.
6. Strong leadership, facilitation, communication, interpersonal and organizational skills in a predominantly unionized environment.
7. Demonstrated ability to effectively manage multi-disciplinary staff in a results oriented environment.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Working knowledge and understanding of statutes, regulations and by-laws affecting the Section.

10. Computer literacy in electronic mail, Internet, word processing, spreadsheet and database applications and engineering modeling techniques.
11. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
12. Knowledge of current engineering standards, design and construction techniques.
13. Must possess a valid class "G" drivers license and vehicle for use.