

CITY OF HAMILTON

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

PROJECT MANAGER (INFRASTRUCTURE PLANNING) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, the Project Manager will work in a team environment coordinating and providing technical guidance on growth-related Municipal Class Environmental Assessments, subwatershed studies, secondary plans and draft plans.

Project Manager will manage infrastructure planning studies related to growth with the use of consultants and/or internal resources with a focus on transportation, stormwater management, and water and wastewater infrastructure.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Manage growth-related infrastructure planning studies with a focus on transportation, stormwater management, and water and wastewater infrastructure.

Prepare requests for proposals to retain technical consultants for infrastructure studies.

Manage Municipal Class Environmental Assessments and special studies with the use of consultants and internal resources, using Project Management Professional (PMP) techniques.

Conduct field investigations to identify and assess present and future conditions relating to planned infrastructure.

Ensure that project expenditures are controlled and maintained within the approved budget limitations.

Provide technical advice and guidance to internal departments, external agencies and public on capital infrastructure projects.

Make recommendations related to project outcomes, budgets, and delivery.

Interact with developers and their agents as required on functional and detailed design development proposals related to ongoing work.

Review and provide comments on draft plan applications, secondary plans, and proposed policy changes related to growth, as required.

Investigate and recommend innovative procedures and policies, for improving the section's technical and management systems' performance.

Participate in multi-disciplinary teams comprised of staff from the Planning and Economic Development Department, other City departments and outside agencies in order to address growth-related and environmental protection issues.

Liaise with Councillors and external agencies such as Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, Ministry of Heritage, Sport, Tourism and Sport Industries, neighbouring

municipalities, Indigenous Nations, Conservation Authorities and stakeholder groups.

Receive and respond to inquiries from Council, the public, staff, other departments, municipal and other government agencies.

Prepare study reports and Council reports, composes correspondence, technical memos, and study terms of reference related to duties and responsibilities.

Participate on various corporate committees as required.

Perform such other duties as may be assigned, which are directly related to the normal job function.

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 University Degree in Civil Engineering or completion of a Civil Engineering Technologist Diploma; each with demonstrated relevant and progressive experience related to the duties described including demonstrated knowledge of practices and theories of infrastructure planning, environmental planning, and project management.
2. Registered as a Professional Engineer in the Province of Ontario and/or as a Member of the Ontario Association of Civil Engineers and Technologists.
3. Experience and background in development planning would be an asset.
4. Demonstrated record of technical competence in the field of municipal infrastructure planning and design and able to undertake and interpret comprehensive technical studies (e.g. transportation planning studies, geotechnical reports, etc.).
5. Demonstrated verbal, written, presentation, and engagement skills to work effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
6. Demonstrated working knowledge of the Ontario Municipal Class Environmental Assessment processes and requirements of the Environmental Assessment Act.
7. Able to prepare concise technical reports, briefing notes, and reports for Council.
8. Demonstrated experience in managing consultants and using internal resources to undertake Class Environmental Assessments.
9. Demonstrated ability to effectively manage multi-disciplinary staff teams and facilitate consensus.
10. Demonstrated decision-making and strategic thinking skills.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Possess experience in designing and delivering customer focused programs and services.
13. Possess working knowledge of relevant computer software applications such as GIS, MS Office, public engagement software and virtual meeting platform (e.g. WebEx, Webex Events, Microsoft Teams).

14. Must possess a Class "G" Driver's Licence.

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

SALARY:

Salary Grade 6

HOURS:

35 per week

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