

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(GROWTH MANAGEMENT DIVISION – ENGINEERING, DESIGN & CONSTRUCTION SECTION - LOCATION – 71
MAIN ST. W. 5TH FLOOR)

PROJECT MANAGER (ENGINEERING, DESIGN AND CONSTRUCTION) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, the Project Manager is responsible to process and facilitate drainage projects through the engineering investigation and approvals stage, including the review of design and construction documents of municipal infrastructure related to drainage projects, preparation of Council reports, design and tender documents, and financial and servicing agreements.

Ensures that projects are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner using a “best practices” approach.

Assists in developing a multi-year capital budget that incorporates relevant capital works to implement recommendations of the Residential Drainage Assistance Program (RDAP).

Prepares reports including committee recommendation reports identifying works to be implemented under the Residential Drainage Assistance Program (RDAP).

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

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Receives and answers inquiries of both a technical nature and policy based 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.

Liaises with local area councillors to identify and prioritize projects that could be included in the RDAP.

Acts as the front line communicator with councillors, staff and stakeholders concerning drainage concerns that are not related to new development, and works with stakeholders to identify implementable solutions.

Participates in multi-disciplinary teams comprised of staff not only from Planning and Economic Development, but from other City departments/divisions (e.g. Legal Services) and outside agencies as it relates to the major responsibilities.

Reviews and verifies designs and agreements to ensure compliance with City of Hamilton policy, construction requirements and by-laws.

Co-ordinates the review and commenting from external departments and agencies for projects related to the RDAP.

Investigates and recommends innovative/creative procedures and policies for improving the program’s process and requirements.

Attends related construction meetings, initiates inspections, organizes stakeholder meetings.

Reviews related engineering reports, commenting on any major changes in design during the construction phase and ensures that all materials, operations and construction conform to specifications.

Makes recommendations for payment of consulting fees.

Makes recommendations regarding the approval of drainage projects including project costs and cost recoveries.

Conducts field investigations to identify and assess present and future conditions relating to drainage projects.

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

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

Makes recommendations related to departmental current and capital budgets.

Performs such other duties as assigned which are 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. As a minimum, must be a registered certified member, or eligible for certification with Ontario Association of Certified Engineering Technicians and Technologists.
2. Demonstrated knowledge of the practices and theories of municipal 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 program with extensive progressive work experience or an equivalent combination of education and related work experience.
3. Progressive engineering experience directly related to municipal engineering with a sound background in land development and stormwater management.
4. Demonstrated ability to effectively manage a multiple projects in a results oriented environment and in a predominantly unionized environment.
5. Ability to communicate effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
6. Demonstrated record of technical competence, team advocacy, and a customer focus.
7. Experienced in designing and delivering customer focused programs and services.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Well-developed written and verbal communications skills.
10. Working knowledge of relevant computer software applications.
11. 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.