

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – CONSTRUCTION SECTION - LOCATION- 100 KING ST. W.)

MANAGER, CONSTRUCTION

SUMMARY OF DUTIES

Reporting to the Director of Engineering Services, the Manager of Construction will provide leadership and accountability for a team of technical and professional staff, who oversee the management of contractors and consultants, provide inspection services and quality assurance for upwards of \$100M of capital delivery annually.

Using a "best practices" approach, cultivate a culture of continuous improvement to deliver quality in a timely and cost-effective manner. Instill a customer services focus for both internal and external customers.

Accountable for ensuring that construction activities are delivered in accordance with established guidelines through the effective and efficient use of financial and staff resources. Responsible for monitoring and regular reporting, including key performance indicators and assigned performance targets, on the capital program and projects delivered by the construction section.

Authorize and ensure the accurate and proper preparation of progress payments, documentation and justification for change orders to consultants and contractors; and the issuance of substantial performance and completion certificates to contractors.

Recommend policy and improvement strategies in the delivery of services to meet key performance objectives.

Prepare and report on the Section's services, financial, administrative and staff performance against established benchmarks. Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as mentor to subordinate staff.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

Possess a high level of personal integrity and be an excellent communicator.

RESPONSIBILITIES

You will assume responsibility for the Construction Section and delivery of the construction phase of the capital program, primarily within the city right-of-way, for Transportation, Hamilton Water and other client divisions.

The Manager is accountable to the Director of Engineering and is responsible for ensuring the Program is delivered in accordance with city and provincial standards with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide construction services including administration and supervision for the construction of roads, water and wastewater (storm and sanitary sewers) infrastructure and the associated structures.

Provide leadership and direction to staff within the Section. Promote teamwork and integration between internal and

external parties participating in cross functional and cross program initiatives.

Monitor the progress of comprehensive, interdependent construction initiatives by ensuring service and quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Develop policies and procedures for improved stewardship and accountability.

Manage the quality assurance and quality control program for the construction of roads, water and wastewater infrastructure and the associated structures.

Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines.

Through staff, ensure proper commissioning of construction projects, including the provision of construction as built records to be provided to the Engineer and transfer of asset to asset owner.

Establish procedures, maintain control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including acquiring the approval for any required budget adjustments. Oversee change order management, negotiation with Contractors and escalation provisions within the contract.

Working closely with the design section and asset owners, establish and update construction procedures, standards and guidelines that are used, in but not limited to the design of road, water and wastewater infrastructure.

Provide project management services including the selection, management of consultants and the development of standards for work performed by consultants.

Responsible for the performance of contractors on Engineering Services projects including the establishing, updating and management of a contractors performance appraisal system and associated contractor project or construction contract reviews.

Provide construction services and technical assistance and direction to staff of the Design and Construction Sections, Transportation, Operations and Environment divisions or other corporate staff that require construction or project management assistance or services.

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

Ensure communication with elected officials, members of the public, internal and external stakeholders, is clear and accessible, upholding a high standard of transparency and customer service.

Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

QUALIFICATIONS

1. Registered with the Professional Engineers of Ontario as a practising engineer with a degree in Civil Engineering is an asset. Certified Project Management Professional (PMP) is an asset.

2. Previous extensive Construction Project Management experience, preferably of municipal infrastructure (roads, sewers and watermains), and preferably with experience in an urban environment.
3. Must be able to demonstrate relevant experience related to the duties described, gained through considerable work experience.
4. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section. Knowledge of applicable legislation, in particular the Ontario Health and Safety Act and Regulation 213/91, the Construction Act, and Regulation 406/19.
5. 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 project budgets.
6. Highly developed ability to articulate a vision to lead and inspire others. Experience supervising a team is required.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications. Demonstrated ability in adapting to new software tools.

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