

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CAPITAL PLANNING & IMPLEMENTATION DIVISION - DESIGN – LOCATION - 77 JAMES STREET NORTH, SUITE 320)

MANAGER, DESIGN

OVERVIEW

Reporting to the Director, Engineering Services, the Manager of Design will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that Design activities are delivered in accordance with established guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost effective manner. Instils a customer services focus in the Section.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

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

Possesses a high level of personal integrity and is an excellent communicator.

RESPONSIBILITIES

Assumes responsibility for the Design Section and delivery of the program to meet the growing needs of the residents and businesses in the City of Hamilton.

The Manager is accountable to the Director, Engineering Services, 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)

Provides creative leadership and direction to staff within the Section. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

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

Assumes responsibility for the overall design of roads, water and wastewater infrastructure including facilities from preliminary engineering to final detailed design including tendering for the City of Hamilton.

Responsible for preliminary engineering (includes project budget estimates) and detailed design services associated with the design of roads, water and wastewater (storm and sanitary sewers) infrastructure including structures, bridges, facilities and the provision or management of related structural, mechanical or electrical design engineering services.

Manages the acquisition of property or easements and the co-ordination of utility works associated with the delivery of the design project program.

Ensures projects are designed in compliance with City, Provincial, and Federal guidelines including the obtaining of any project approvals or permits required to tender projects in a timely manner.

Ensures delivery of Capital program tender documents, tendering services (including construction maintenance projects) and award of the program projects.

Provides project management services including the management of consultants and the development of standards for work performed by consultants. This includes, but is not limited to the selection and monitoring of consultant on-going performance.

Establishes, updates and maintains design criteria, specifications and standards used in, but not limited to the design of road, water and wastewater infrastructure.

Provides assistance and technical direction to staff of the Capital Planning and Implementation Section, other Public Works divisions or other Corporate staff that require design or project management assistance.

Provides guidance and general supervision to Design staff, including the development of standard procedures and the provision of training programs to upgrade and maintain staffing skills.

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.

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 directly related to the responsibilities of the position.

QUALIFICATIONS

1. Degree in Civil Engineering and membership with the Professional Engineers of Ontario.
2. Previous extensive experience providing preliminary engineering and detailed design services associated with the design of roads, water and wastewater (storm and sanitary sewers) infrastructure including structures, bridges and facilities.
3. Considerable experience in the development of capital budgets including planning, scheduling, prioritizing, monitoring and costing of projects.
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 project budgets.
5. Highly developed ability to articulate a vision to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.

8. Experienced in designing and delivering customer focused programs and services.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
14. Must possess and maintain a valid Class "G" Driver's License.

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