

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT**

**(HAMILTON WATER DIVISION – CAPITAL DELIVERY — 100 King Street, 9<sup>th</sup> Floor**  
**TECHNOLOGIST , WATER & WASTEWATER CAPITAL DELIVERY CUPE 5167**

### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager of Capital Works, the Technologist will be responsible for assisting Project Managers in coordinating contractors, consultants, and in-house programs in all aspects of work related to capital upgrades of the City's water and wastewater treatment and conveyance facilities. The technologist will also provide day-to-day coordination of Capital Delivery's project and documentation management system.

### **GENERAL DUTIES**

Assist with coordinating contractors and consultants engaged in the operation, inspection, renewal, maintenance, and rehabilitation of water or wastewater treatment and conveyance facilities, and development of City Standards as associated with the Capital Works Program.

Responsible for the day-to-day coordination of Capital Delivery's project and document management system (including SharePoint administration, Monthly Project Management Updates, electronic document management, KPI development and monitoring).

Assist Manager with the annual review and update of Capital Delivery's Water and Wastewater Design Manual, Lessons Learned Process and Transfer of Assets Procedure.

Participate in review of design and construction activities.

Monitor work performed by contractors, under the supervision of the Project Manager.

Review plans as prepared by internal staff or engineering consultants for accuracy.

Investigate as-built field conditions. Participate in substantial completion reviews. Receive, investigate, and resolve construction complaints. Assist in project management and administration by implementing Excel reports, bar and line charts, and MS Project Gantt charts.

Maintain project files, preliminary designs, shop drawings, schematics and approvals.

Assist with the coordination of Capital Delivery As-Built Document Management System within the City's database.

Sectional audits: assist Project Managers with the retrieval and organization of documents to support audits.

Transfer of Assets (Level 4 Procedure): assist Project Managers with project handover coordination following completion of project construction. Assist with maintenance and improvement of the procedure documents and associated templates.

Respond to inquiries from staff, contractors and suppliers.

Assist staff with the compilation of information for reports and public presentations.

Attend various meetings with the contractor/operator, consultants and Ministry of Environment representatives.

Assist the Project Manager with the review and evaluation of tenders for capital projects.

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

**QUALIFICATIONS**

1. Demonstrated knowledge of water and wastewater infrastructure capital projects or an equivalent combination of education and related work experience.
2. Working knowledge of Microsoft Office computer software applications (MS Project, Excel, Word, PowerPoint, SharePoint). Capable of compiling, calculating, interpreting and trending data for metrics related to the Section.
3. Demonstrated knowledge of project and document management systems (including SharePoint administration, Monthly Project Management Updates, electronic document management, KPI development and monitoring).
4. Demonstrated relevant experience gained through work experience in the water/wastewater treatment field.
5. Able to co-ordinate and relate well with professionals and non-professionals within and outside the organization.
6. A member of the Association of Certified Engineering Technicians and Technologists (OACETT), and/or relevant technology diploma preferred.
7. Must possess excellent communications skills, including the writing of letters and reports.
8. Ability to deal effectively with management, peers, staff and members of the public.
9. Must possess a valid Class "G" Driver's Licence.

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