

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – INFRASTRUCTURE RENEWAL – LOCATION – 100 KING ST W.)

MANAGER, INFRASTRUCTURE RENEWAL

OVERVIEW

Engineering Services is seeking a leader who will embrace change, engage staff and encourage a solutions focused, customer service oriented environment. Reporting to the Director, Engineering Services, the Manager will provide leadership to the team of 20+ staff, in a multi-functional workforce engaged in the assessing, planning and programming of infrastructure renewal services for the public as well as client divisions within Public Works.

Accountable for the development and administration of strategic infrastructure programs for the road, sewer, water, storm, and engineered structure (bridges, culvers, and retaining walls) asset portfolios. This involves, generally:

- Management of Environmental Assessments,
- Reviewing, assessing, budgeting and coordinating of all capital work in the municipal right-of-way for Hamilton
- Overseeing the bridge inspection program ensuring public safety and compliance with the Ontario Structure Inspection Manual, and
- Excellent communication and customer service

RESPONSIBILITIES

The Manager will assume responsibility for the Infrastructure Renewal Section and delivery of the Infrastructure Renewal Program to meet the growing needs of the residents and businesses of the City of Hamilton.

The Manager is accountable to the Director, Engineering Services for ensuring the Infrastructure Renewal 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.

The successful candidate will hold staff accountable for aligning results and creating, updating and maintaining standards of excellence for the Division. The Manager will assess the effectiveness of the delivery methods and recommend improvements.

Staff in the section will be responsible for accuracy of key financial metrics including asset planning, budgeting and forecasting.

The Infrastructure Renewal group is primarily responsible for:

- Development and administration of strategic infrastructure programs for the road, sewer, water, storm, and engineered structure (bridges, culvers, and retaining walls) asset portfolios
- Development and administration of city-wide condition assessment programs for the above asset classes
- Perform Environmental Assessments and studies to support capital renewal projects
- Develop asset needs and prioritize a schedule of renewal activities
- Monitor asset lifecycle deterioration trends and update lifecycle models
- Develop and administer various infrastructure management systems and capital project and budget management systems
- Develop a three-year detailed and ten-year long-term budget for roads, engineered structures, water and wastewater, and storm assets
- Coordinate the capital budget submission for various Public Works groups

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Prepare and recommend three-year and long-range strategic capital budgets for road, bridges, parks, open space development, facilities, water, wastewater and stormwater initiatives required for the sustained, integrated operation and management of the Public Works Department. Recommend current budget adjustments as required.

Prepare or review technical reports arising out of this area of responsibility for presentation to various committees of the City.

Attend Committee/Council and public meetings as required.

Liaise with the Ministry of Environment, Conservation and Parks (MECP), Ministry of Transportation (MTO), Metrolinx, and other agencies and professional associations as required.

Skilfully handle complex, on-the-spot questions from others (public officials, members of the public, special interest groups, media).

Participate as a department representative on various corporate committees/teams as required.

Provide guidance to ensure that goals are aligned with the organization's objectives.

Promote and influence a work culture that encourages change, innovation and continuous learning. Excellent communication skills and the ability to mentor, manage and develop staff is required.

Build strong teams that benefit from differences in expertise, competencies and backgrounds.

Ability to facilitate and influence positive outcomes that focus on organizational goals.

Prepare financial reports and budgets following corporate direction and standards.

Establish customer service standards and monitor delivery of customer service across units, groups or sections.

Identify high potential talent based on competencies required and create a growth-oriented culture within the team.

Develop, lead and ensure meaningful communication of the organization's mission, vision and values to inspire and influence others and models the city corporate values.

Provide information, instruction and supervision to protect the health, safety and wellness of workers.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton Corporate and departmental policies and procedures. Ensure 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 job.

QUALIFICATIONS

1. Extensive knowledge of the practices and theories of civil engineering and asset management normally acquired by attaining a University Degree in Civil Engineering.
2. Significant experience in linear horizontal infrastructure asset management, including developing and maintaining infrastructure inventory databases, infrastructure condition assessments, life cycle costing, risk assessment, infrastructure renewal costing and priority setting.

3. Registered as a Professional Engineer in the Province of Ontario.
4. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
5. Excellent communication skills, customer service and leadership.
6. Considerable experience managing large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
7. Considerable experience in the development of capital budgets including planning, scheduling, prioritizing and costing of projects.
8. Considerable experience in the development and management of operating budgets.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Possess a high level of personal integrity.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications, including database management.

SALARY:

Salary Grade 8

HOURS:

35 per week

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