

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT (ENVIRONMENTAL SERVICES DIVISION)**

#### **MANAGER, LANDSCAPE ARCHITECTURAL SERVICES**

##### **Overview:**

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

Accountable for ensuring that parks and open space development activities are delivered in accordance with established guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Instill a customer services focus in the Section.

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. Set and review appropriate performance measures.

##### **Responsibilities:**

You will assume responsibility for the Landscape Architectural Services Section and delivery of the program to meet the growing needs of the residents, client departments and businesses in the City of Hamilton.

Develop Key Performance Indicators for the planning and delivery of the parks, open space, urban places and recreational trails program, to ensure value for investment related to constructed works.

The Manager is accountable to the Director of Environmental 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):**

Provide oversight, quality control, and sign-off on all work generated by the section, including signature on construction drawings.

Provide creative 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 development and parks planning initiatives by ensuring service and quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Assume responsibility for the overall development, design and construction administration of parks, open spaces, streetscapes, urban places and trails, for the City of Hamilton including liaising with park maintenance staff to co-ordinate design and maintenance requirements.

Responsible for establishing project capital budget estimates and detailed design services associated with the design and development of parks, open spaces, streetscapes and trails.

Identify acquisition requirements for property or easements and provide the co-ordination to design project program.

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Ensure projects are developed, designed and constructed 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.

Prepare documents for review and inclusion in the Official Plan By-laws and Zoning as related to Parks.

Responsible for the review and comment on Subdivision Agreements to ensure parkland standards are included within the agreements.

Coordinate, approve and budget for developer built and designed parks and open space.

Manage the quality assurance and quality control program for the general park policies, open spaces, streetscapes and trails.

Prepare open space, parkland and trail projects and related budgets to be included in the City of Hamilton Development Charges By-Law and Community Benefits Charge by-law as applicable to ensure revenues are collected for the future needs of parkland spaces.

Provide project management services including the selection and 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 and contractor on-going performance, as per the Procurement Section of Financial Services.

Establish, update and maintain design criteria, specifications and standards used in, but not limited to the design of parks, open spaces, urban places, streetscapes and trails.

Develop policies for Woodland Protection, Waterfront Planning, City-wide Park Master plan and Recreational Trails Master Plan.

Provide assistance and technical direction to staff of the Public Works Department or other Corporate staff that require design or project management assistance.

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

Liaise with special interest, client groups, elected Councillors and attend public meetings to obtain input in design proposals.

Plan and strategize on behalf of the team, responding to Council and Corporate Strategic Priorities, Corporate Values and promoting the desired Corporate Culture.

### **Qualifications:**

1. University Degree in Landscape Architecture or OALA approved education equivalent, with considerable progressive municipal experience in open space development and parks planning, design and construction.
2. Required to be a full member with seal and certificate, in good standing, with the Ontario Association of Landscape Architects, or an identified plan to achieve full membership with seal.
3. Must be able to demonstrate extensive experience related to the duties described.
4. Extensive knowledge of landscape, design, open space development, construction administration and asset management theories, subdivision approvals process, practices to manage large project contracts, including reviewing, approving and implementing work plans and development of related capital and operating 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.

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7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented and in a predominantly unionized environment.
8. Experienced in developing, design management and delivering customer focused programs and services.
9. 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.
10. Possess a high level of personal integrity and be an excellent communicator.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public in person and through preparing reports and presentations.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
13. Knowledge of collective bargaining process.
14. Working knowledge of computer software and Computer Aided Design (CAD) applications. Ability to utilize Powerpoint software for presentations to committees of Council and Public Meetings.

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

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