

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (ENGINEERING SERVICES DIVISION – LOCATION – 77 JAMES ST., N., SUITE 320)

SENIOR PROJECT MANAGER, DESIGN SERVICES

SUMMARY OF DUTIES

Reporting to the Manager of Design, the Senior Project Manager, Design 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. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that design, contract and specifications development activities are delivered in accordance with City and Provincial guidelines through 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. Instills a customer services focus with subordinate staff.

Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

Provides design and tender services on Design and Construction projects through the direction of in house staff and consultants and award of the program projects.

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 be an excellent communicator.

RESPONSIBILITIES

Assumes responsibility for the provision of design and tender services to meet the growing needs of the residents and businesses of the new City of Hamilton.

The Senior Project Manager, Design Services is accountable to the Manager of Design and ensures that design and tender services are 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 subordinate staff. Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Delivers design and tender services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Assists in the development of procedures for improved stewardship and accountability, risk management, financial efficiency and ensure that section, division and department objectives are accomplished by the design services team.

Provides design services for the delivery of Design and Construction projects which include but are not limited to roads, water and wastewater (storm and sanitary sewers) infrastructure including structures, bridges, facilities and construction projects from preliminary engineering to final detailed design including tendering for the City of Hamilton and the

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provision or management of related structural, mechanical or electrical design engineering services.

Administers and establishes security controls in data management software to allow for the effective archiving of all project-related design and tender documentation and maintains accurate and secure long term records for contract documentation for future reference across City departments.

Oversees technical quality control reviews of all tender documents including the application of appropriate design and construction standards, material and quantity checks, technical content and format and the approval of all final tender documentation.

Oversees the documentation, review and ongoing maintenance of the City's Construction and Material Specifications Manual to ensure that all specifications, general conditions and standard drawings are in accordance with Provincial and City standards. Oversees quality control checks to ensure format consistency and that technical content is accurate and updated on a regular basis.

Oversees the acquisition of property or easements and the coordination of utility works during the design of Design and Construction projects.

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.

Oversees the preparation of tender documents, tendering services and awards of Design and Construction maintenance projects.

Provides project management services including the management of consultants, recommending and implementing standards for work performed by consultants on Design and Construction projects.

Provides design services and technical assistance to staff of the Capital Planning and Implementation Division, other divisions of the Public Works Department or other corporate staff that require design or project management assistance.

Provided supervision and direction to subordinate staff, including recommending and implementing standard procedures and the provision of training programs to upgrade and maintain staffing skills.

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

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.

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.

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

QUALIFICATIONS

1. Membership with the Professional Engineers of Ontario preferred.
2. Proven demonstrated knowledge of the practices and theories of Civil Engineering normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
3. Demonstrated extensive experience related to the duties described above.

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4. Extensive knowledge of engineering and project 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. Proficient in data management software and working knowledge of other 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 Licence.

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

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