

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENGINEERING SERVICES - GEOMATICS AND CORRIDOR MANAGEMENT
SERVICES - LOCATION - 77 JAMES STREET NORTH)

SENIOR PROJECT MANAGER, GEOMATICS

OVERVIEW

Reporting to the Manager of Geomatics & Corridor Management, the Senior Project Manager (Geomatics) 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 survey, mapping and technical support 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.

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

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

Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton.

This position requires a personal vehicle for use on the job.

RESPONSIBILITIES

You will assume responsibility for the provision of survey and technical support services to meet the growing needs of the residents and businesses of the new City of Hamilton.

The Senior Project Manager (Geomatics) is accountable to the Manager of Geomatics and Corridor Management 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.

The designated lead person on the City of Hamilton Consultant Roster for Public Works Category 15: Professional Land Survey and Geomatics Services. Recommend policy & improvement strategies to the Manager of Geomatics and Corridor Management in the delivery of services to meet mandated goals & objectives. Evaluate financial, administrative & staff performance and consultant performance (Roster) against internal & external benchmarks.

Responsible for the defining and establishing of the geodetic datums systems used in the City, including the installation and maintenance of all geodetic control benchmarks and submission of new data to the Provincial COSINE system for inclusion in to the Provincial control registry system.

The SPM of Geomatics is responsible for the delivery of all road closures and road encroachments in the City of Hamilton.

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.

Develops, supervises and registers legal surveys of lands required to support City of Hamilton projects. Directs staff to perform title records searches and liaises with required professional licensed land surveying firms to support documentary evidence requirements. Directs staff to perform field surveys in a manner consistent with relevant legislation and operational regulations of professional licensing bodies.

Manages and establishes CAD drafting schedules and services. Provides client groups plans and digital CAD files to support projects consistent with the City of Hamilton Mission and Vision.

Responsible for the provision of survey services which includes engineering surveys and legal surveys services for all Public Works projects. This includes developing resource allocation strategies that may include use of external service providers.

Provides survey, mapping and technical support to staff of the Engineering Services Division, any other Public Works divisions or other corporate staff that require assistance or services.

Leads Geomatics and Corridor Management section in Occupational Health and Safety. Develops and manages a program of continued training, ongoing review and management of OHSA functions as they apply to the Surveys and Technical Services section

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

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

QUALIFICATIONS

1. Must be registered Ontario Land Surveyor with a Cadastral license.
2. Previous substantial experience directing and supervising field crews and office staff to perform cadastral, engineering and geodetic surveys.
3. Thorough understanding of Registry and Land Titles records, plans, indexes and title records.
4. Expert in manipulation and interpretation of survey digital data and extensive experience in computerized environment.

5. Previous experience managing large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage and supervise a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Thorough knowledge and understanding of Health and Safety regulations and laws affecting the department/section.
13. Knowledge of collective bargaining process.
14. Working knowledge of computer software applications.

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

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

