

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION - CONSTRUCTION SECTION - LOCATION – 100 KING ST. W.)

SENIOR PROJECT MANAGER - CONSTRUCTION

SUMMARY OF DUTIES

Reporting to the Manager, Construction, the Senior Project Manager - Construction will provide leadership to Project Managers and subordinate staff, in a multi-functional workforce engaged in the delivery and direction of capital construction projects to the public and internal clients. These projects may include roads, sidewalks, water/wastewater infrastructure, structural liners and structures such as bridges, culverts and retaining walls.

Recommend improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that construction activity are delivered in accordance with City and Provincial 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. Instil a customer service focus with subordinate staff.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as a mentor to subordinate staff.

Responsible for construction management on capital construction projects through the direction of in-house staff and consultants.

RESPONSIBILITIES

The incumbent will assume responsibility for the construction management of capital construction projects and delivery of these projects in a manner which meets the growing needs of the residents and businesses of the City of Hamilton.

The Senior Project Manager - Construction is accountable to the Manager of Construction and ensures that the construction management of capital construction projects are delivered in accordance with City and Provincial standards, with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide creative leadership and direction to subordinate staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Deliver construction management to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Assist 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 construction management team.

Provide construction management services for the delivery of capital construction projects, including the co-ordination of quality assurance and quality control for construction projects. Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines.

Ensure co-ordination of activity on construction projects including but not limited to utility work. Provide project management of consultants and the development of standards for work performed by consultants.

Oversee the commissioning of construction projects. Recommend procedures; maintain control and monitoring of projects to ensure they are completed within the required construction schedule, within the approved budget and spending authority including recommending any required budget adjustments to the Manager of Construction.

Review, recommend and update construction procedures, standards and guidelines that are used, in but not limited to the design of roads, sidewalks, water/ wastewater infrastructure and structures such as bridges, culverts and retaining walls.

Responsible for the performance of contractors on capital construction projects including recommending and implementing a contractor's performance appraisal system and associated contractor project or construction contract reviews.

Provide construction management services and technical assistance to staff of the Engineering Services Division, Public Works Department and other Corporate staff that require construction or project management assistance or services.

Provide supervision and direction to subordinate staff.

Recommend and implement procedures and maintain public relations through subordinate staff.

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 position.

QUALIFICATIONS

1. Extensive knowledge of the theories and practices of Construction Engineering normally acquired through the completion of a University Degree in Civil Engineering with progressive work experience related to the duties described or graduation from a recognized Community College in an accredited Engineering Course and/or demonstrated with substantial and relevant work related experience.
2. P. Eng certification and PMP (Project Management Professional) is an asset.
3. Extensive knowledge in the application of engineering and asset management theories, practices and trends with proven experience to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
4. Extensive construction related experience in the administration and supervision for the construction of roads, bridges, water and wastewater systems and associated infrastructure.
5. Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.
6. Demonstrated experience related to construction project management, preferably in a municipal environment, with the ability to effectively manage a large multi-disciplinary staff in a results oriented and predominantly unionized environment.
7. Experienced in designing and delivering customer focused programs and services.

8. Possess a high level of personal integrity and the ability to deal effectively, both verbally and in writing, with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
10. Possess 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.
11. Possess a high level of personal integrity and be an excellent communicator.
12. Knowledge of the collective bargaining process.
13. Working knowledge of relevant computer software applications.
14. Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and provision of a personal vehicle for use on the job.

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