

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

WASTE MANAGEMENT DIVISION – RECYCLING AND WASTE DISPOSAL – LOCATION –100 KING ST. W., 14th FLOOR)

SENIOR PROJECT MANAGER, WASTE PROCESSING

SUMMARY OF DUTIES

Reports to the Manager of Recycling and Waste Disposal. Responsible for developing, planning, organizing, controlling, coordinating and supervising staff, contract operators, contractors and consultants in all aspects of work as it relates to waste processing including the Centralized Composting Facility, Glanbrook Composting Facility, Transfer Station Operations and Community Recycling Centres.

GENERAL DUTIES

Interprets and ensures compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., applicable Provincial/Federal Act/Standards and Union Agreements.

Develops, implements and evaluates area work plans, reporting on the section's program, financial and staff performance against internal and external benchmarks. Designs and implements strategies to improve the effectiveness and efficiency of meeting community needs, based on research, demographics and trends.

Directs staff members, contractors, and consultants engaged in the operation, inspection, renewal and maintenance of the contracts to ensure Ministry of the Environment, Conservation and Parks, and Environmental Compliance Approvals, standards and environmental policies, objectives and targets are followed.

Directs, controls, co-ordinates and monitors the waste management system to ensure the facilities operate within Ministry of the Environment, Conservation and Parks, Environmental Compliance Approvals standards and other relevant legislation

Develops contracts, operational policies, procedures, performance indicators, programs and work plans assessing immediate and future system requirements, develops and implements corrective and preventative plans when non-conformance and deficiencies occur.

Interprets contracts, legislation, policies and procedures regulations, etc., and checks for adherence to standards of quality of the work.

Monitors work performed by Contractors, arbitrates problem areas and alters/negotiates amount payable for services rendered. Approves invoices for payment. Recommends contract extensions or terminations.

Assists in the preparation of Capital and Current Budgets for the unit and controls expenditures.

Responsible for the performance management of full time and part-time staff including motivation, supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations and confidential matters.

Responsible for the co-ordination, preparation and monitoring of annual budget for area of responsibility. Provides administration and effective cost control of the allocated current and capital budget through utilization of performance standards, specifications, work program and procedures, monitoring of cost control reports and statistical data.

Provides input on the development and evolution of performance standards ensuring identified outcomes are met.

Ensures staff performs efficiently and in harmony to provide a high level of service to a defined area.

Plans, supervises and co-ordinates daily activities by delegating and assigning work to both full-time and part-time staff ensuring maximum utilization of human resources. Provides support and guidance for staff development as required.

Develops and clearly communicates operational and administrative expectations for staff.

Represents respective areas in labour relations issues including participation in labour management meetings, providing input for Collective Agreements and grievance settlements.

Responds to complaints and inquiries in a timely and professional manner by investigating, evaluating and implementing solutions and prepare written reports to citizens and members of Council.

Keeps abreast of amendments to legislation and trends in the profession.

Liaises with appropriate staff to provide technical details with respect to the facilities.

Approves the purchase of materials and supplies within budget guidelines and within the approved authorized limits.

Establishes and maintains an effective network of communication between senior management and subordinate staff, various public/private sector agencies, user groups, constituents, City departments and other levels of government.

Ensures that all staff receive adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Performs such other duties, as may be assigned, which are directly related to the normal job function.

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.

QUALIFICATIONS

1. Must be able to demonstrate level of expertise related to the duties described, normally acquired through a University Degree or Community College in Environmental Studies, Chemistry, Engineering or related discipline, and/or a combination of education and work-related experience in the environmental management and waste processing services.
2. Demonstrated ability to communicate effectively, both orally and in written form.
3. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development; and is results orientated.
4. Must possess excellent public relations, report writing, presentation skills and demonstrate the ability to lead and participate on diverse teams.
5. Demonstrated progressive supervisory skills.
6. Sound knowledge of Health and Safety, Collective Agreements and related legislation.
7. Competent administrative and budgeting ability.

8. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook, PeopleSoft and database software.
9. Must possess 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.
