

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE ASSETS AND STRATEGIC PLANNING - LOCATION – 77 JAMES STREET N, SUITE 400)

SUPERVISOR, PROGRAM DEVELOPMENT - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager of Policy & Programs the Supervisor is responsible for researching, planning, implementing and supervising staff to deliver programs and policies that meet the needs of residents and businesses of the City of Hamilton. The supervisor will prepare reports to Municipal Council and external agencies, and monitor project progress to ensure timely service delivery of programs.

GENERAL DUTIES

Develop and recommend for implementation new programs, strategies or projects, which will achieve the Departments and City's strategic priorities.

Provides project management services, including the management of consultants and contractors, contract administration and the ability to liaison with other departments and external agencies.

Prepare and present project strategies and findings to internal and external agencies.

Research, write and/or edit reports for Council, fact sheets and other internal and external correspondence.

Prepare specifications, terms of reference, purchase order requests and other documentation for the purchase of goods and services required for the implementation of programs and projects.

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

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

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

Responsible for the performance management of 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. Provide 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.

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

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

Plan, supervise and co-ordinate daily activities by delegating and assigning work to staff ensuring maximum utilization of human resources. Provide support and guidance for staff development as required.

Develop and clearly communicate operational and administrative expectations for staff.

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

Respond 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.

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

Approve the purchase of materials and supplies within budget guidelines and within the approved authorized limited.

Establish and maintain 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.

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

Serve on various internal and external committees.

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

QUALIFICATIONS

1. Post-secondary education in Planning, Engineering or similar discipline. Must be able to demonstrate experience working on projects within the disciplines of roads, parks, and environmental stewardship.
2. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and is results oriented.
3. Must possess excellent public relations, report writing, presentation skills and demonstrate the ability to lead and participate on diverse teams and communicate effectively with all levels of staff, management, public/private sector, and the public.
4. Must have previous experience related to project management and program planning and implementation in a supervisory capacity. Certification as a Project Management Professional with the Project Management Institute is considered an asset
5. Demonstrated progressive supervisory skills.
6. Competent administrative and budgeting ability.
7. Strong project management, organizational, and negotiation skills.
8. Experience in a computerized environment. Working knowledge of Word, Excel, Microsoft Outlook.
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.