

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING DIVISION - INFRASTRUCTURE RENEWAL SECTION- LOCATION - 100 KING STREET WEST.)

SENIOR PROJECT MANAGER, INFRASTRUCTURE PROGRAMMING & PLANNING

SUMMARY OF DUTIES

Reporting to the Manager of Infrastructure Renewal, the Senior Project Manager of Infrastructure Programming and Planning provides leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends policy and improvement strategies in the delivery of infrastructure programs to meet mandated goals and objectives.

Prepares methods of delivering infrastructure projects in accordance with industry accepted Project Management methods. The SPM evaluates the requirements of Master Planning Studies (Transportation Master Plans, Transportation Demand Management programs and Class Environmental Assessments) as they relate to the future infrastructure needs in the City.

Accountable for ensuring that the infrastructure programming and management activities, aligns with the asset management program and are delivered in accordance with established guidelines through the effective and efficient use of resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner. Instils a customer service focus in the Section.

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

RESPONSIBILITIES

You will assume the day-to-day Project Management responsibilities for the Infrastructure Renewal Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

You will assume responsibility for the development of accepted Project Management practices for Infrastructure Programming within the Division.

The Senior Project Manager is accountable to the Manager of Infrastructure Renewal for ensuring the programming of the Infrastructure Capital Program within the Asset Management 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 Senior Project Manager will project manage consultants and staff on infrastructure planning projects following the Municipal Engineers Association Guideline for conducting Class Environmental Assessments (EA's) including the preparation of terms of reference, consultant retention, project initiation, progress meetings, quality/budgets/time control and report preparation.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

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

Monitor the progress of comprehensive, interdependent infrastructure programming and infrastructure

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management initiatives as they pertain to project and asset management. Ensure balanced delivery of service/price/quality resources in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Develop policies and procedures for improved stewardship and accountability, risk management and financial efficiency for the City's capital programs. Results oriented and persistent in ensuring objectives are accomplished.

Prepare and recommend three year detailed and four to twenty-year long-range strategic capital budgets for environmental assessments required for the sustained, integrated operation and management of the Public Works Department. Ensuring all requirements of a capital project (i.e. land acquisition, environmental assessment, project scope, etc.) have been met to enable the construction to take place in the year forecast. Coordination of long- term capital planning and condition assessments for Park & Facilities through liaisons with internal client departments and engineering consultants.

Prepare and recommend project management systems for infrastructure programming and management as they pertain to water, wastewater, storm water, parks and facilities initiatives required for the sustained, integrated operation and management of the Public Works Department. Recommend changes to corporate policies identifying economic, financial and risk impacts. Recommend changes to procedures identifying technical, economic, risk and financial impacts.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City. Participate in the CAO Benchmarking program as it pertains to infrastructure programming and management.

Prepare and develop continuous updates for the City's State of the Infrastructure reports, asset manual and overall asset management plan.

Participate and as required act as spokesperson in discussions/presentations on the topic of infrastructure programming as it pertains to asset management issues. Attend various Committee/Council and public meetings as required.

Liaise with the M.O.E., M.T.O., M.M.A.H. and other agencies, as well as professional associations regarding infrastructure asset management programming strategies as required.

Empower and develop reporting staff to perform their work in an independent manner.

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

Work 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. Extensive demonstrated knowledge of engineering practices and theories normally acquired by successfully completing a relevant university degree (i.e. civil engineering) and proven relevant work experience or by successfully completing an Engineering Technologist diploma from a recognized community college plus progressive relevant work experience.
2. Member of or eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario - preferred.
3. Project Management Professional designation is an asset
4. Extensive knowledge of capital programming and budgeting.
5. Extensive knowledge of engineering and asset management theories practices and trends to implement

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and continuously improve an asset management manual and plan for the City Of Hamilton. Experience in the implementation of large-scale subsurface infrastructure capital programs and parks and facilities initiatives.

6. Experience in the development of municipal State of the Infrastructure reporting tools and /or the development of municipal infrastructure policies.
7. Experience in the implementation and use of Infrastructure Management Systems.
8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department / section.
14. Knowledge of collective bargaining process.
15. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.
16. Possesses a high level of personal integrity and be an excellent communicator.
17. Working knowledge of computer software applications.

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