

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT (ENGINEERING SERVICES – INFRASTRUCTURE RENEWAL – LOCATION – 100 KING ST. W.)

#### PROJECT MANAGER – SUBSURFACE INFRASTRUCTURE – CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager – Subsurface Infrastructure Programming, provides creative leadership to staff in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promotes a service-oriented culture and focus within the Section. Promotes teamwork and integration within the Asset Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Using a “best practices” approach develop and delivers quality subsurface services in a timely and cost effective manner.

Evaluates and reports on the Section’s service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency within all subsurface programs. Sets above average standards and leads by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development.

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

#### GENERAL DUTIES

You will assume accountability and responsibility for the development of capital budget programs related to underground infrastructure systems to ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major subsurface capital program initiatives.

The Project Manager is accountable to the Senior Project manager for ensuring that infrastructure system development and programming initiatives are consistent with the City of Hamilton Mission and Vision.

Develop programs and budget strategies related to underground infrastructure systems, specifically the water, wastewater and stormwater systems and coordination with Surface Infrastructure. Make recommendations to the Senior Project Manager and Manager on project priorities, means of resourcing and related cost implications.

Develop the use of the various management systems as planning tools for asset management as well as budget preparation and monitoring. Work directly with other departments to facilitate interdepartmental co-ordination of asset management initiatives.

Initiate and direct the investigation and/or evaluation of new technologies related to water and wastewater infrastructure.

The Project Manager will direct and oversee consultant assignments as required including the preparation of terms of reference, oversee the collection of data and review/comment on consultants submissions.

Promote teamwork and integration within the Asset Management Section, with other Divisions, with other Departments and with other parties participating in cross-functional and cross-program initiatives.

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Develop and empower staff through delegation of responsibilities and accountabilities through regular feedback, and by providing development opportunities and technical direction.

Monitor the operations and projects within the Section to ensure safety, service quality, cost effective and timely delivery of services, and appropriate legislative compliance.

Respond to issues and queries raised by Council as channelled through the Director.

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. Proven knowledge of asset management theories, practices and trends related to Water & Wastewater infrastructure normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and work related experience.
2. Previous infrastructure management knowledge and experience related to water and wastewater.
3. Preference will be given to applicants with membership or eligible for certification or membership with the Professional Engineers of Ontario the Ontario Association of Certified Engineering Technicians and Technologists.
4. Extensive knowledge of water and wastewater infrastructure systems specifically with respect to condition inspection, rehabilitation and reconstruction.
5. Knowledge and experience in development and implementation of subsurface infrastructure programs as they relate to short and long-term capital budgets and investments.
6. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
7. Knowledge and experience in capital project scoping and budgeting with respect to coordination of surface and subsurface infrastructure.
8. Knowledge and/or experience with Road and Bridge infrastructure management is an asset.
9. Strong working knowledge of computer database software applications and Microsoft products such Access, Word and Excel. Knowledge and/or experience with ESRI ArcGIS, Webmaps/Dashboards, and Infor Public Sector (Hansen) applications would be an asset.
10. Demonstrated ability in the area of infrastructure management through the use of information systems.
11. Ability to mentor subordinate staff.
12. Ability to provide technical direction to sub-staff.
13. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
14. Demonstrated ability to effectively direct a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
15. Highly developed analytical and planning skills with a proven track record for project co-ordination.

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16. Experienced in designing and delivering customer focused programs and services.
17. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
18. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section.
19. 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.**

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