

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – INFRASTRUCTURE RENEWAL– LOCATION – 100 KING ST. W.)

PROJECT MANAGER – SURFACE INFRASTRUCTURE – CUPE 1041

SUMMARY OF DUTIES

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

GENERAL DUTIES

You will assume accountability and responsibility for the development of capital budget programs related to surface infrastructure systems (roads, traffic, sidewalks, curbs, street lighting, signs) to ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major 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 surface infrastructure systems, specifically the roads network and coordination with Bridge and Subsurface assets. 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 surface infrastructure, including the development of research agreements with research institutes.

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

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

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 channeled 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 Road surface 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 roads and bridges.
3. Demonstrated knowledge of road infrastructure systems specifically with respect to condition, inspection, rehabilitation and reconstruction practices.
4. Knowledge and experience in development and implementation of surface infrastructure programs as they relate to long-term capital budgets and investments.
5. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
6. Demonstrated ability in the area of infrastructure management through the use of information systems.
7. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
8. 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.