

CITY OF HAMILTON

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

PROJECT MANAGER – INFRASTRUCTURE PROGRAMMING & PLANNING – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Infrastructure Programming & Planning, the Project Manager will 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.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of technical, budgetary and staff resources. Using a “best practices” approach, develop and deliver quality services in a timely and cost-effective manner.

Plans, develops, administers, maintains and manages numerous Infrastructure Management Systems, Project Management Systems and Budget Management Systems for the Engineering Services Division and the Public Works department.

Ensures a coordinated work flow and process between the capital budget programs (Roads, Bridges, Structures, Water, Wastewater, Storm, Escarpment Crossings) and the City’s capital budget systems and capital project management systems.

Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development; be results oriented.

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

GENERAL DUTIES

Co-ordinate, develop, administer, maintain and manage numerous Infrastructure Management Systems, Project Management Systems, Budget Management Systems and report / analysis systems for the Engineering Services Division and the Public Works department.

Co-ordinate and direct the development of interdependent links and interfaces between databases and management systems to facilitate the co-ordinated development of both short and long-term infrastructure management initiatives across the public works department.

Work directly with other departments/divisions to facilitate interdepartmental/interdivisional co-ordination of infrastructure management initiatives.

Initiate and direct the investigation and/or evaluation of new technologies related to infrastructure budgeting and programming, 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 Infrastructure Renewal 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.

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.

Assist the Manager of asset management with the development of the Division's objectives, policies, guidelines, methods and procedures related to Infrastructure management systems.

Train staff within the division and public works department.

Develop partnerships with other municipalities and companies to enhance efficiency and share ideas. Prepare and make recommendation on the section's budget.

Evaluate and recommend staff's training requirements.

Prepare tender and evaluate bids for purchasing additional software. Establish and recommend user training programs. Attend meetings, conferences, and training sessions on an as needed basis to maintain current knowledge of the latest management systems.

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

QUALIFICATIONS

1. Proven knowledge of the practices and theories of software/computer engineering technology, infrastructure management theories, practices and trends related to municipal infrastructure project prioritization, budgeting and capital project process flow as it related to analytical tools and software systems normally acquired by attaining a Diploma in Computer Engineering Technology or a Degree in Computer Science or a related discipline, or a combination of related education and work experience.
2. Member or be eligible for certification with the respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario an asset.
3. Extensive knowledge of engineering and infrastructure management theories, practices and trends to assist in the implementation of infrastructure management analyses and interventions for the City of Hamilton.
4. Extensive knowledge of infrastructure management systems for municipal infrastructure such as Water, Wastewater, Road, Bridges, Structures and Capital Budget systems such as General Ledger, Capital budget and Project Management systems such as tracking, communication and project implementation systems.
5. Demonstrated working knowledge of computer software and databases such as Oracle, SQL, Microsoft products, Infor, Crystal Reports, GeoMedia, ESRI, IRISS, GIS application development, and major Infrastructure management systems
6. Ability to mentor subordinate staff.
7. Ability to provide technical direction to sub-staff.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

9. Demonstrated ability to effectively direct a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
10. Highly developed analytical and planning skills with a proven track record for project co-ordination.
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. 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.
