

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION–WATER AND WASTEWATER SYSTEMS PLANNING – LOCATION – 100 KING ST. W

PROJECT MANAGER – STORMWATER PLANNING - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Water/Wastewater Planning, the Project Manager, Stormwater Planning, will provide leadership to subordinate staff in a team environment that shall focus on providing the Stormwater planning necessary for the City's growth and redevelopment.

The Project Manager shall ensure that Stormwater planning activities are delivered in accordance with City, Provincial and Federal guidelines in a cost effective, efficient and timely manner.

GENERAL DUTIES

You will assume the day-to-day responsibilities for the Stormwater planning elements of the Systems Planning Group, 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 participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment, permitting and environmental issues utilizing your Stormwater planning, design and coordination expertise.

The Project Manager will interact with consultants on Stormwater planning and functional design projects including the preparation of terms of reference, mathematical modeling and engineering analysis, oversee the collection of data, securing permits and approvals, and review/comment on consultants' reports and recommendations related to the following areas:

- Watershed and Sub-watershed Studies
- Master Drainage Plans
- Stormwater Quality and Quantity
- Erosion Control and Remediation
- Natural Channel Design
- Hydrologic/Hydraulic Designs
- Sewer System Modeling
- Storm/Drainage Infrastructure Designs

Participates as a Subject Matter Specialist on various Corporate and Working Groups committees as required.

Recommends public consultation techniques and data requirements for Stormwater Planning and functional design projects.

Identifies and evaluates procedures to complete stormwater management activities.

Liaises with external agencies such as Ministry of Natural Resources and Forestry, Ministry of Environment, Conservation and Parks, Working Groups, neighbouring Municipalities, Conservation Authorities and stakeholder groups.

Plays an enhanced leadership role, innovates and creates policy/procedure/solutions through research and development to understand and promote Best Practices and improving section's technical performance.

Leads as subject matter technical expert for stormwater & water resources initiatives and system design.

Provides technical support for preparation of design and tender documents in accordance with the City, Provincial and Federal guidelines.

Receives and answers inquiries of a technical nature from public, staff in other departments, municipal and government agencies.

Writes reports, composes correspondence related to stormwater management issues.

Directs and supervises technical and support staff involved in watershed/stormwater management planning process.

Leads land and easement acquisition project, and conducts preliminary economic a financial analysis. Determines and estimates the capacity of existing stormwater collection networks.

Reviews and evaluates the performance of existing stormwater management facilities and recommends maintenance/retrofits as may be required.

Makes recommendations related to Departmental current budgets

Assist in developing multi-year capital budgets that incorporate infrastructure extension and rehabilitation projects to meet the City needs

Leads by example and functions as a mentor.

Represents City on various agencies/committees.

Reviews development/redevelopment applications for stormwater management and sanitary capacity. Capable of providing development application reviews in expedited time frames, as necessary.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedure.

Works 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.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Proven demonstrated knowledge of the theories and practices of stormwater management usually acquired by obtaining a degree or diploma in Civil or Environmental Engineering or a relevant discipline or a combination of relevant education and 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. Demonstrated project management experience.

4. Previous experience in the preparation of Watershed and Sub-watershed studies and Master Drainage Plans.
5. Previous experience in the analysis and design of storm drainage infrastructures/stormwater management facilities and preparation of stormwater management reports.
6. The Project Manager possesses a demonstrated record of technical and budgeting competence, customer focus, and industry knowledge. In addition, the Project Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.
7. Possesses a high level of personal integrity and is an excellent communicator.
8. Working knowledge of economic and financial analysis and experience in research and development.
9. A thorough understanding of Integrated Master Planning principles and the Municipal Class Environmental Assessment process gained through extensive practical experience.
10. Previous experience in applying for and securing permits and approvals.
11. Experience in multi-year capital budgeting, land acquisition and acting as technical expert.
12. Highly developed ability to articulate a vision to lead and inspire others.
13. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
14. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
15. Experience in designing and delivering customer focused programs and services.
16. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
17. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
18. Knowledge of collective bargaining process.
19. Thorough understanding of hydraulic/hydrological modeling and analysis, stormwater computer software applications, and sewer design sheets. Experience using Mike Urban and/or InfoWorks software models, preferred.

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