

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – DESIGN SERVICES - LOCATION – 100 KING ST. W, 2nd Floor)

PROJECT MANAGER (DESIGN) - CUPE 1041

SUMMARY OF DUTIES

Reports to the Senior Project Manager (Design Services). The Project Manager (Design) will be responsible for the project development and ensure delivery of services to the public and internal clients.

Accountable for ensuring that design activities are delivered in accordance with City and Provincial guidelines through effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost-effective manner. Instils a customer services focus with subordinate staff.

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

Provides design services on Design projects through the direction of in-house staff and consultants.

GENERAL DUTIES

Assume responsibility for design services for Design projects.

The Project Manager (Design) is accountable to the Senior Project Manager (Design Services) and ensure that the design of Design projects are delivered in accordance with City and Provincial standards with minimal disruption to the public and is in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Provide design services to ensure balanced service/price/quality are in compliance with legislative requirements and is consistent with the City of Hamilton Mission and Vision.

Provide design services for the delivery of Design projects which include, but are not limited to, bridges, culverts, road, water and wastewater infrastructure from preliminary engineering to final detailed design including tendering for the City of Hamilton.

Responsible for the co-ordination of acquisition of property or easements and the co-ordination of utility works during the design of Design projects.

Design projects involving the preparation of tender documents in compliance with City, Provincial and Federal guidelines including the obtaining of any project approvals or permits required to tender projects in a timely manner.

Composes routine correspondence, applications and reports for provincial and federal approval agencies such as M.E.C.P., O.P.S.D., M.T.O., etc. Aware of new legislation and comply with new standards such as A.O.D.A, Excess Soils etc..

Effectively utilize centralized data management systems to organize and maintain electronic files developed explicitly for projects relating to the design and construction of architecture, engineering, construction, and infrastructure projects. Provide project management services including the management of consultants, recommending and implementing standards for work performed by consultants on Design projects.

Receives and answers inquiries by telephone, email or traditional mail, complete presentation to/from the public, Councillors and their Administrative Assistants, Engineering Consultants, external agencies, Contractors and internally from supervisors regarding municipal works.

Provide design services and technical assistance to staff of the Design Division, Public Works or other Corporate staff that require design or project management assistance.

Provide supervision and direction to subordinate staff, including implementing standard procedures.

Job Description #: 2835

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.

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

QUALIFICATIONS

1. Must possess a degree in civil engineering.
2. Member of, or eligible for membership with PEO preferred.
3. Previous demonstrated knowledge/experience related to municipal engineering such as roads, watermains, sanitary sewers, storm sewers, bridges, culverts, retaining walls and storm water management or stream restoration.
4. Proven experience applying engineering and project management theories, practices and trends in managing large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
5. Highly developed ability to articulate a vision to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.
8. Possesses a high level of personal integrity and be an excellent communicator.
9. Knowledge and Understanding of Project Management Principles and Practices, PMP certification would be an asset.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public, through various means of communication such as presentations for public, council reports and internal/external meetings, in person and virtual environment.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Working knowledge of Microsoft Team, Word and Excel. Microsoft Project and Microstation an asset.

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
