

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – CONSTRUCTION SECTION - LOCATION – 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER (CONSTRUCTION) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager (Construction), the Project Manager (Construction) will provide leadership to technical staff in a multi-functional workforce environment engaged in the delivery of concurrent capital ~~construction~~ improvement projects to the public and internal clients. Responsible for the construction management and administration of large-scale capital construction projects through the direction of technical staff and consultants. These projects may include the reconstruction of roads, sidewalks, land development, water/wastewater infrastructure, bridges, large culverts, utility buildings and retaining walls.

Accountable for ensuring that all assigned work is delivered in a manner that conforms to the plans, specifications, codes, legislative requirements and the City's standards and policies through the effective and efficient use of staff and financial resources.

GENERAL DUTIES

The Project Manager (Construction) is accountable to the Senior Project Manager, Construction ~~to~~ and ensures that large scale capital construction projects are delivered in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Deliver construction management to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines.

Responsible for co-ordination of activity on construction projects including but not limited to utility work and coordination of out-side agencies as required to complete capital construction projects.

Maintain control and monitoring of projects to ensure they are completed within the required construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Senior Project Manager, Construction.

Responsible for the performance of contractors on capital construction projects including implementing a contractor's performance appraisal system and associated project contract reviews.

Provide construction management services and technical assistance to Construction Section staff or other corporate staff that require construction or project management assistance or services.

Using a "best practices" approach, develop and deliver quality services in a timely and cost-effective manner.

Instil a customer service focus and provide technical direction to construction and consultant staff.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Recommend and implement procedures and maintain public relations.

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

QUALIFICATIONS

1. Extensive (preference for a minimum of ten years) of progressive work experience and proven knowledge of civil engineering, construction theories and practices normally acquired by obtaining a degree in civil engineering or by attaining a diploma from a three-year Community College in an accredited course in Civil Engineering Technology, or equivalent combination of education and work-related experience.
2. Must have demonstrated experience in project management and/or contract inspections related to municipal infrastructure; i.e. roads, sidewalks, land development projects, transit systems, water/wastewater infrastructure, bridges, large culverts, retaining walls, utility buildings and rehabilitation programs. Also, must have extensive practice in the application of civil construction codes, regulations and procedures with a strong background in field techniques of modern construction and documentation practices.
3. Proven knowledge and experience of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans, project budgets and contractor submissions such as grade sheets and shop drawings.
4. Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, be committed to achieving excellent results and the ability to establish and maintain effective working relationships with publicly elected officials and professionals alike.
5. Must have excellent analytical and organizational skills with exceptional attention to detail.
6. Proven experience in delegation, mentorship and contractual negotiations. Must have effective leadership, facilitation, communication, presentation, interpersonal and organizational skills and have demonstrated ability to guide a multi-disciplinary group in a results-oriented environment and in a predominantly unionized environment.
7. Strong ability to communicate effectively, both orally and in written form.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public. Must have firm willingness to represent the City in contacts with governmental agencies, community groups, businesses, regulatory organizations, contractors and the general public.
9. Previous experience interpreting contract drawings and specifications and demonstrated ability to create and maintain excellent records, logs and technical reports. Proven knowledge of the principles of public contracts including QA/QC methods for materials as well as contract variances, project changes, work stoppages, quantity take-offs and surveying methods.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Must be able and willing to walk long distances, stand for long periods of time, climb to heights and work outdoors in varying temperatures and weather conditions. Must have proven knowledge of the safety requirements when working around high noise levels, road hazards, vibratory operations, confined workspaces, chemical/mechanical/electrical hazards, including various types of dusts and fumes.
12. Must have a comprehensive understanding of the occupational hazards and safety practices related to the construction industry.
13. Working knowledge of relevant computer software applications, including proficiency using Microsoft Office software.

14. Must possess and maintain a Class "G" Driver's Licence in the Province of Ontario and provision of a personal vehicle for use on the job.

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.