

# CITY OF HAMILTON

## PUBLIC WORKS DEPARTMENT

(WASTE MANAGEMENT DIVISION – WASTE DISPOSAL - LOCATION - 120 KING ST. W., SUITE 1170)

### PROJECT MANAGER, LANDFILLS - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Supervisor of Landfills, the Project Manager (Landfills) will prepare, co-ordinate and oversee the engineering, technical, administrative, public liaison, regulatory and contractual aspects of landfill/waste management facility remediation, environmental monitoring, operation and maintenance projects. The Project Manager will take the lead role with respect to various projects in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that landfill/waste management facility projects and activities are delivered in accordance with City, Provincial and Federal regulations and guidelines through the effective and efficient use of financial and staff resources and with minimal disruption to the public. Projects will be delivered in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Conduct project management with a customer service focus.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as mentor to divisional staff.

Responsible for project management and completing various activities independently and through the direction of in house staff and consultants and in a manner that meets the growing needs of the residents and businesses of the City of Hamilton.

Exercise a high level of personal integrity and be an excellent written and verbal communicator.

#### GENERAL DUTIES

Provide creative leadership and direction to staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency, project follow-up, and ensure that section, division and department objectives are accomplished.

Deliver project and construction management of remediation, environmental monitoring and maintenance projects 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 implemented in compliance with City, Provincial and Federal regulations and guidelines while ensuring health and safety compliance and effective quality control.

Ensure co-ordination of activity on construction, environmental monitoring and remediation projects including, but not limited to, project start-up, notifications, liaison with the public and regulatory agencies, environmental assessments, meeting deadlines, processing of purchase requisitions and invoices, site visits, field activities, regulatory approvals, correspondences, reports and information requests.

Oversee the commissioning of construction, remediation and environmental projects including the provision of construction as built records on construction and remediation projects.

Recommend procedures, maintain control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Supervisor of Landfills and Manager of Waste Disposal.

Review, recommend and update project procedures, standards and guidelines that are used in the design and implementation of various projects.

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

Provide construction management services and technical assistance to staff in the Waste Management Division.

Ensure City's active landfill is operated with regulatory and contractual compliance while ensuring best landfill operational practices.

Provide support and direction to Divisional staff.

Recommend and implement procedures and maintain public relations in conjunction with Divisional staff.

Coordinate landfills environmental monitoring program.

Prepare annual monitoring reports and other reports and correspondences related to landfills/waste management facilities.

## **QUALIFICATIONS**

1. Proven demonstrated knowledge of the practices and theories of Civil Engineering and/or Environmental Studies normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Extensive experience in using engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
3. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and commitment to results.
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communication, writing, presentation, interpersonal and organizational skills.
6. Demonstrated experience to manage large projects in a results-oriented environment and in a predominantly unionized environment.
7. Experienced in designing and delivering customer focused programs and services.
8. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
9. Working knowledge of computer software applications.
10. Must have a valid Class "G" Ontario Driver's Licence.
11. Ability to positively work independently and as a team.

12. Preferred - Membership with or eligible for membership with the Professional Engineers of Ontario or the Ontario Association of Engineering Technicians & Technologists.
13. Preferred - Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.