

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – GEOMATICS & CORRIDOR MANAGEMENT – 77 JAMES ST. N., SUITE 320)

PUBLIC UTILITIES CO-ORDINATOR – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Corridor Management, process approvals and assist in the administration of public and private utility installations throughout the City. Promotes a service-oriented culture and focus within the Section. Promotes teamwork and integration within the Geomatics and Corridor Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

Accountable for delivering departmental goals and objectives through the 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.

Applies strategies to improve effectiveness and efficiency. Sets above average standards and lead by example.

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

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

GENERAL DUTIES

Process utility applications, municipal consents and agreements from gas, bell telephone, hydro, cable companies and other public and private utility installations.

Investigate in the field and review locations of proposed works to address residents concerns and ensure that all locations conform to City standards.

Issue road cut permits and administer installation and road cut data.

Assist in administering and co-ordinating road cut temporary and permanent restoration.

Assist in development of policy and standards for the administration of utility installation.

Update and query database and GIS applications for road cuts and municipal consents.

Attend and Chair PUC meetings as the City's representative.

Direct public and consulting engineers to internal staff for access to plans to locate utilities such as watermains and sewers.

Receive and answer enquiries from public, staff and other departments.

Perform other duties as assigned.

QUALIFICATIONS

1. Proven knowledge of ROW management theories, practices and trends related to Utility infrastructure normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and work related experience.
2. Previous knowledge and experience related to utility and water and wastewater infrastructure. Knowledge in reading and comprehending engineering drawings.
3. Previous knowledge of utility and water /wastewater infrastructure systems specifically with respect to existing conditions, required legislative separations, installation methods and materials.
4. Knowledge and experience in development and implementation of subsurface infrastructure programs and construction techniques as they relate to long-term capital budgets and investments.
5. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
6. Knowledge and experience in capital project design, approval and budgeting with respect to coordination of surface and subsurface infrastructure.