

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(HAMILTON WATER - WATER DISTRIBUTION & WASTEWATER COLLECTION - LOCATION – 330**  
**WENTWORTH ST. N.)**

**PROJECT MANAGER, WATER DISTRIBUTION – CUPE 1041**

**OVERVIEW**

Reporting to the Superintendent (ORO), Water Distribution & Wastewater Collection, manages specific Corporate, Departmental, Divisional, and Sectional projects and investigations, seeking new methods, systems or techniques to support continuous improvement in the delivery of water distribution services to the City and to the public. The Project Manager (Water Distribution) will provide leadership to all project team members such as internal project participants, in a multi-functional workforce engaged in water distribution projects which provide service to the public. The Project Manager (Water Distribution) will assume accountability and responsibility for the overall administration of the development, design, construction implementation and execution of Water Distribution Projects. Provide leadership in the development and administering of design and construction projects related to Water Distribution, liaise with consultants/contractors and oversee the scope, quality, schedule and budget.

Accountable for ensuring that project management is delivered through the effective and efficient use of financial and staff resources. Uses a best-practice approach in delivering quality service in a timely and cost effective manner. Ensures that customer service focus is a priority in project management activities, and also in project deliverables. Accountable for ensuring that projects are delivered in accordance with City and Provincial Guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Instil a customer service focus when operating with internal project participants.

Responsible for managing projects in a variety of staff resource configurations ranging from individual work to leadership of cross-departmental work teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings. Responsible for administration of water projects through the direction of in house staff and consultants.

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

Monitor water distribution projects to ensure service, quality, cost effective and timely service delivery and compliance. Monitor the progress of program initiatives.

**GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

You will assume responsibility for project management services for specific projects or investigative assignments to meet the changing needs of the residents and businesses of the City of Hamilton.

The Project Manager is accountable for ensuring that assigned project management, research and/or analysis is delivered with due consideration to the management of risk, in accordance with City and Provincial guidelines and industry best practices, and within specified time constraints.

Manage specific Corporate, Departmental, Divisional, and Sectional projects and investigations such as:

- Developing evaluation and monitoring tools for staff, program and organizational performance
- Developing cost-benefit or statistical analysis
- Identifying problem areas
- Preparing background research
- Leading project implementation teams

Ensure timely, cost effective results in compliance with corporate and legislative requirements, with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Manage the administrative components of assigned projects including monitoring and control of budget expenditures, project documentation and record keeping. Assume responsibility for administering consultants/contractors in the project

design and construction of Water Distribution projects, by formulating designs, preparing schedules, and guiding the project team. Assists in the preparation of annual project budgets by preparing cost estimates of projects. Administers RFQ/RFP proposals, engineering and contract documents for tender call.

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

Provide project management services including the administration of consultants/contractors, recommending and implementing standards for work performed by consultants/contractors on the design and construction of project related to Water Distribution.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Consult or undertake liaison with Municipal, Provincial, and Federal government agencies as well as with other public and private sector groups relevant to assigned projects and investigations. Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines.

Responsible for the administration of construction projects related to Water Distribution, including the provision of as-built records for Water Distribution construction projects.

Maintain control and monitoring of projects to ensure projects are completed within the designated design and construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Superintendent (ORO) and Manager.

Responsible for performance of consultants and contractors on projects including implementing a performance appraisal system and associated consultant/contract reviews.

Provide technical direction as required. Report regularly on the status of projects, tasks, staff performance, fiscal status and overall benefits of project activities to the Superintendent, Water Distribution & Wastewater Collection.

Prepare reports of research and/or project findings including action recommendations for senior management and/or Council.

Prepare and deliver presentations to senior management and/or Council.

Attend public meetings and may be asked to present the City's position/actions to the public, media and outside government bodies.

Perform other duties as assigned which are directly related to the normal functions of the job.

## **QUALIFICATIONS**

1. Proven experience and knowledge of applicable theories, practices and trends in the water and wastewater industry, normally acquired by attaining a degree or diploma in an accredited Civil or Environmental Engineering program, Science program, or a relevant discipline or a combination of relevant education and work experience.
2. Registered member or eligible for membership in the Project Management Institute as a Project Management Professional (PMP) would be an asset.
3. Proven experience in the water and wastewater industry with a thorough understanding of water distribution operations and technologies as they relate to the maintenance of water distribution systems.
4. Previous project management experience encompassing entire project lifecycles from project design through successful implementation.
5. Demonstrated ability to plan, organize and lead projects and project teams.
6. Ability to challenge, lead and inspire others to excel in an environment that fosters teamwork and innovative approaches to problem resolution.
7. Must be able to work in an independent and confidential manner, making sound judgements based on results

of research and/or fieldwork.

8. Possesses a high level of personal integrity and is an excellent communicator. Possess a demonstrated record of leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and be committed to results.
9. Financial skills including budgeting, forecasting and reconciliation.
10. Must have above average analytical and problem solving skills, and the ability to work with very tight deadlines and competing priorities.
11. Must possess excellent verbal and written communication, presentation, interpersonal, and organizational skills.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Ability to maintain complete project records and to deal effectively with issues and matters that may have the potential to lead to litigation.
14. Working knowledge and understanding of statutes, regulations and by-laws affecting the Department/Division/Section including the Occupational Health & Safety Act and regulations, and the Safe Drinking Water Act.
15. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint), and spatial applications such as GIMS/Geomedia.
16. Proficiency utilizing computer maintenance management systems (e.g. HANSEN), is an asset.
17. Must have a valid Class "G" Driver's Licence and the provision of a car by individual for use on the job.

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