

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION – LOCATION – 100 KING ST. W., HAMILTON)

DIRECTOR, HAMILTON WATER

SUMMARY OF DUTIES

Reporting to the General Manager, Public Works, the Director, Hamilton Water assumes lead accountability and responsibility for Water & Wastewater Operations; Water & Wastewater Planning & Capital, Compliance & Regulations, Woodward Upgrades, and Watershed Management sections. Accountable for ensuring that all Hamilton Water Divisional functions are provided in accordance with City, Provincial, and Federal guidelines, policies and regulations with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Accountable for establishing and achieving departmental/divisional goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost-effective manner. Instils a customer service focus in the Division.

Evaluates and reports on the Division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

SPECIFIC DUTIES

Develops and implements technical policies, procedures and standards.

Develops and implements strategic operating plans.

Provides leadership in short and long range planning activities for the Division by applying a strategic vision consistent with department and corporate goals. Provides direction to staff within the Division.

Responds to inquiries from the media and acts as a key spokesperson for the Division, with respect to Water Treatment & Distribution, Wastewater Collection & Treatment, and Stormwater issues and Customer Service issues related to water, wastewater, and stormwater.

Prepares operating and capital budgets for the Division and presents to the General Manager for approval.

Monitors Water, Wastewater, and Stormwater functions to ensure service quality, cost effectiveness, timely service delivery and legislative compliance.

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

Works 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.

QUALIFICATIONS

1. University degree with speciality in Water, Wastewater, and Stormwater operations such as Civil Engineering (or related discipline) or an equivalent combination of education and extensive relevant work experience.
2. Proven knowledge of Water, Wastewater and Stormwater practices, theories and trends to recommend long-term plans and policy direction for the City's Water, Wastewater and Stormwater programs, services

and facilities and to maintain the City's credibility while presenting technical and policy information to the public and stakeholders.

3. Extensive senior management experience in a Water, Wastewater and Stormwater environment, preferably in a municipal setting.
4. Proven knowledge of general management and business administration practices to effectively provide leadership to staff of the Hamilton Water division.
5. Extensive experience managing multi-disciplinary teams in a unionized environment.
6. Progressively responsible experience in the application of engineering theories, practices, and trends to manage contracts and projects, including the reviewing, approving and implementing work plans and project budgets.
7. Demonstrated financial management skills developing, implementing and monitoring large scale operating and capital budgets.
8. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development and results orientation.
9. Highly developed ability to articulate a vision, to lead and inspire others.
10. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
11. Ability to write clear and concise reports.
12. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough proven knowledge and understanding of statutes, regulations and by-laws affecting the division/department.
14. Thorough knowledge of the Occupational Health and Safety Act and its regulations relative to Water, Wastewater and Stormwater operations.
15. Working knowledge of computer software applications.

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