

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **HAMILTON WATER DIVISION – WATER & WASTEWATER SYSTEMS PLANNING SECTION – LOCATION – 100 KING STREET WEST, 9<sup>TH</sup> FLOOR**

### **SENIOR PROJECT MANAGER, WATER/WASTEWATER PLANNING**

#### **SUMMARY OF DUTIES**

Reporting to the Manager of Water/Wastewater Systems Planning (WWWSP), the Senior Project Manager will provide leadership to staff within the Stormwater Planning and the Wastewater Planning Units, facilitating a cooperative and collaborative environment that focuses on the planning and design of infrastructure upgrades to improve performance/reliability, accommodate growth, and provide operational support for existing water, wastewater, and storm water infrastructure with a particular emphasis on the City's stormwater and wastewater systems.

The Senior Project Managers provide engineering expertise with an emphasis in stormwater and wastewater in the planning, design, and analysis of municipal infrastructure, and is a subject matter expert providing input to the City's Water/Wastewater/Stormwater Master Plan activities. The Senior Project Manager also provides Sectional support in the preparation of reports identifying how the Stormwater and Wastewater Teams performed against established benchmarks related to services, finances, administration, and staff performance.

#### **RESPONSIBILITIES**

Oversees the preparation of studies and reports related to the analysis of existing stormwater and wastewater infrastructure, and related to the long-range planning of new stormwater and wastewater infrastructure including the development of preliminary designs and construction cost estimates. In many cases, these studies are executed as Municipal Class Environmental Assessments.

The Senior Project Managers are leaders to staff within the Stormwater Planning and Wastewater Planning Units. Leadership as a key responsibility includes mentoring staff, providing day to day guidance and direction, and performance management of staff as necessary. Leadership tasks also include participation in, and contributions to, the Sectional Management Team with peer Senior Project Managers and the Section Manager. Developing, monitoring, and reporting Sectional key performance indicators (KPI), and related metrics is also a responsibility of the Senior Project Manager.

Assumes the day-to-day responsibilities for the planning, scheduling, and execution of the City's stormwater and wastewater planning mandates and Hamilton Water's development application review obligations; ensuring that the needs of the residents and businesses of the City of Hamilton are met and that these elements are delivered in a timely and cost-effective manner in accordance with City and Provincial policies.

Participates in teams comprised of staff from various City Departments and outside agencies to improve operation/optimization of existing systems, support development, and address environmental issues. Utilizes multi-disciplinary expertise to assist in the co-ordination of infrastructure planning, systems design, and engineering activities.

The Senior Project Managers will manage consultants on stormwater and on wastewater infrastructure projects. This includes the preparation of terms of reference, contract procurement, overseeing the collection of data, reviews/comments on consultants' reports and recommendations, and administers the consultant contract throughout the life of the contract.

Stewardship of the City's hydraulic computer model including refinement, calibration, and execution are within the mandate of the Senior Project Managers' Units.

## **GENERAL DUTIES**

Develops policies and procedures related to infrastructure planning and systems design practices following the City's Quality Management System(QMS).

Participates on various corporate committees as required.

Develops and leads public, stakeholder, and Indigenous consultation conforming to best management practices of the Environmental Assessment Act and Municipal Class EA process.

Identifies and evaluates procedures to complete conveyance, plant, and outstation infrastructure planning, systems design, and engineering activities.

Liases with external agencies such as Ministry of Natural Resources and Forestry, Ministry of Environment, Conservation and Parks, neighbouring municipalities, Conservation Authorities, and stakeholder groups.

Receives and answers inquiries from the public, staff, and municipal and government agencies.

Writes council reports, technical memos, and emails related to planning and design of stormwater and wastewater projects and programs.

Directs and supervises technical and support staff involved in the planning and design of stormwater and wastewater infrastructure.

Participates in annual capital budget preparation activities.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies, and procedures.

Performs other duties as assigned.

## **QUALIFICATIONS**

1. Extensive demonstrated knowledge of the practices and theories of Civil Engineering and/or Environmental Science normally acquired by obtaining a degree or diploma in a related field with progressive work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Extensive demonstrated experience in the areas of municipal stormwater and wastewater infrastructure planning and design; including knowledge of conveyance, plant processes, outstation design, linear system and process hydraulics for storm water collection and management.
4. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act, and the Ontario Water Resources Act.
5. A thorough understanding of municipal planning principles as they pertain to stormwater services.
6. Proven knowledge of the environmental assessment process gained through extensive practical experience including multiple bottom line evaluations including typically economic, social and environmental criteria.
7. Extensive project management experience in a stormwater environment including the application of project management tools and best practices as endorsed by the Project Management Institute (PMI) or equivalent.
8. Experienced in designing and delivering customer focused programs and services.
9. An effective communicator, both orally and written, honed through practical experience.



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10. Highly effective leadership, facilitation, communication, presentation, interpersonal, and organizational skills. Leadership includes experience in guiding and developing staff and the performance management of staff when required.
11. Demonstrated ability to effectively manage/inspire/lead multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, and the general public.
13. Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the department/section.
14. Knowledge of collective bargaining process.
15. Demonstrated knowledge of hydraulic modelling and associated software including model development, calibration, execution and governance.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
17. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.
18. Possesses a demonstrated record of technical competence, customer focus, staff delegation and empowerment.
19. Possesses a high level of personal integrity.