

CITY OF HAMILTON

LAST REVISION – AUGUST 2019

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – ~~INFRASTRUCTURE PLANNING & SYSTEMS PLANNING DESIGN SECTION~~ - LOCATION - 77 JAMES ST. N., 4TH FLOOR)

PROJECT MANAGER – WATER/WASTEWATER PLANNING – (WASTEWATER FOCUS - CUPE 1041)

(1 FULL TIME PERMANENT POSITION)

(1 TEMPORARY FULL TIME POSITION)

SUMMARY OF DUTIES

The Project Manager, will lead projects related to wastewater infrastructure planning and with a focus on identifying infrastructure improvements required to address existing system deficiencies, required to improve system operations or as necessary to accommodate future growth.

The Project Manager leads consultant assignments and acts as the City's primary project contact. The Project Manager will be responsible for working with teams of internal and external stakeholders - ensuring that stakeholders are kept informed of project progress and that their interests are being addressed. In some cases, the project manager will be responsible for communicating with City officials regarding their projects and they are required to prepare project Council Reports, project presentations and/or project status reports.

The Project Manager will also provide analysis on wastewater system capacity through the creation of computer spreadsheets or through the use of the City's hydraulic computer model(s). This analysis will require that the Project Manager read and interpret engineering drawings, planning reports and other technical documents.

In all cases, the Project Manager manages projects following the City's project management and procurement policies and procedures and/or following industry standard project management principles and best practices.

GENERAL DUTIES

Assumes the day-to-day responsibilities for specific Wastewater Systems planning and engineering projects ensuring that the needs of the public and businesses of the City of Hamilton are met and exceeded and that these projects are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

Participates in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental issues.

The Project Manager will direct consultants on City wastewater planning and engineering projects. Responsibilities of the Project Manager will include the preparation of terms of reference, the collection and dissemination of data and the review and commenting on all of the consultants' deliverables.

Other activities or duties that the Project Manager will be responsible for include the collection of data and reporting on the activities of the Division, performance of the Division relative to specified benchmarks which may include reporting on financial aspects of the Division's operations. Providing information to the public and outside agencies on the operations of the Division or more specifically, on details of projects undertaken by the Project Manager.

The Project Manager will also be required to actively participate in evaluating internal processes and procedures to ensure that wastewater planning and engineering activities are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

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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.

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

QUALIFICATIONS

1. 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 or an equivalent combination of relevant education and relevant work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Previous project management experience preferably in a water/wastewater environment.
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 water wastewater services.
6. Proven knowledge of the class environmental assessment process gained through extensive practical experience.
7. Effective facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage and/or work with a multi-disciplinary staff, in a results oriented and predominantly unionized environment. Lead teams, and participate in teams. Formal leadership training/certification is an asset.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Working knowledge of computer software applications / urban drainage and hydraulic modelling tools related to water/wastewater planning and engineering such as DHI MikeUrban, InforWorks ICM, AutoCAD/Microstation, Microsoft Office, DHI MikeUrban, and GIS (i.e. ESRI ArcView, GeoMedia).

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| [SALARY:](#)

