

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(OPERATIONS AND WASTE MANAGEMENT DIVISION – RECYCLING AND WASTE DISPOSAL - LOCATION
– 120 KING ST. W., 11th FLOOR)

PROJECT MANAGER, CENTRAL COMPOSTING FACILITY – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Supervisor of Waste Processing, you will provide the contract administration of the day to day operation of the City's Central Composting Facility including coordinating, maintaining, processing, quality control and marketing of the organic materials. The Project Manager will take the lead role in special projects, monitoring and enforcing conditions of the Central Composting Facility operation and maintenance contract.

GENERAL DUTIES

Oversees in its entirety the contractual obligation of the City's organic facility operation and maintenance by supervising and monitoring to ensure the program operates efficiently without interruption.

Maintains a working knowledge of industry standards and City operating guidelines as defined by the Ministry of the Environment Certificate of Approvals and Federal Regulations.

Keeps abreast of industry markets, trends and potentials.

Assists in the development, award, and implementation of any proposals, tenders, quotes and/or agreements.

Assumes a leadership role in representing the Recycling and Waste Disposal Section in every aspect of the operation, maintenance and/or improvement of the Central Composting Facility.

Liaises between the Operations and Waste Management Division, operating contractor, regulatory officials, special interest and community groups and other City divisions as it relates to the Central Composting Facility property, facility, operations and/or interests.

Supervises scalehouse operations, data acquisition and reporting as it relates to the Central Compost Facility and Material Recycling Facility.

Researches and prepares reports to City committees, Council and other groups.

Interprets and ensures compliance with municipal and departmental policies and procedures such as Attendance Management and various specific By-laws.

Interprets and ensures compliance with the Occupational Health and Safety Act, W.H.M.I.S., applicable Provincial/Federal Act/Standards.

Develops, implements and evaluates area work plans, reporting on the program and assists in the design and implementation of strategies to improve the effectiveness and efficiency of the Central Composting Facility.

Directs contractors and consultants engaged in the operation, inspection, renewal and maintenance to ensure Ministry of the Environment and Certificates of Approval standards and environmental policies, objectives and targets are followed.

Directs, controls, co-ordinates and monitors the Central Compost Facility to ensure the facility operates within Ministry of Environment Certificate of Approval standards and other relevant legislation.

Develops performance indicators and work plans assessing immediate and future system requirements.

Develops and implements corrective and preventative plans when non-conformance and deficiencies occur.

Monitors work performed by Contractors, arbitrates problem areas and assesses invoices for payment.

Provides input on the development and evolution of performance standards ensuring identified outcomes are met.

Responds to complaints and inquiries in a timely and professional manner by investigating, evaluating and implementing solutions and assists in preparation of written reports.

Liaises with appropriate staff to provide technical details with respect to the facility.

Confirms and/or ensures that all staff receives adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Performs such other duties as may be assigned which are directly related to the normal job function.

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. Proven demonstrated knowledge of the practices and theories of Chemistry, Biology and/or Environmental Studies normally acquired by obtaining a degree or diploma in a related field or an equivalent combination of education and relevant work experience.
2. Extensive knowledge of management theories, practices and trends to manage large contracts and projects, including reviewing, approving an implementing work plans and project budgets.
3. Must possess a demonstrated working knowledge of composting processes, operations and problem resolution.
4. Prior work experience in a compost operation is preferred.
5. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, and commitment to results.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Thorough knowledge and understanding of Statutes, Regulations and By-laws affecting the department/section.
8. Must possess excellent public relations, report writing, presentation skills and demonstrate the ability to lead and participate on diverse teams.
9. Experienced in a computerized environment. Working knowledge of Microsoft Office.
10. Demonstrated extensive experience related to the duties described above.
11. Must possess a valid "G" class driver's license.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.