

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### HAMILTON WATER DIVISION – PROJECT MANAGEMENT OFFICE – LOCATION – 100 King Street West

### PROGRAM COORDINATOR - HAMILTON WATER PMO – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Supervisor, Project Management Office, the core responsibilities include, but not limited to, support the preparation of the rates capital budget, capital project variance reporting to Council, capital project account monitoring and the preparation of capital funding appropriations. In addition, this position will be responsible to coordinate activities of a team of professionals working collaboratively across departments to support the Capital Budget Reporting module project within Hamilton Water. The objective is to lead project development through each phase of continual improvement while continuing maintenance of the existing system. The enhancements will positively affect Hamilton Water's ability to deliver capital infrastructure projects and their provision of services to the community.

#### GENERAL DUTIES

Act as the Subject Matter Expert for the Capital Budget Reporting Module within Hamilton Water, lead the ongoing maintenance and participates in updates to the existing system. This includes project charter integration and tracking, design of a new operational budget module, updating revised processes. Assists to integrate resource loading analysis and tracking of KPI's (Key Performance Indicators) such as purchase order tracking and contract awards.

Reviews project scope; and reviews business requirements as outlined by project manager. Provide regular updates on work progress, activities, issues and time spent on each activity type.

Responsible for the identification of potential risks as well as development of plans to mitigate impacts.

Regularly communicate and build strong relationships with all appropriate team members or stakeholders including IT, Water and Wastewater project teams, Senior Management, Corporate Finance, internal divisions and external consultants.

Serve as an agent of change to identify system and process improvements, design recommendations and implement changes. Support team members and core users of the system by engaging them in user feedback forums and by offering training and workshops to help motivate them to use the system.

Act as a key member and financial lead of the Budget Coordination team to plan and coordinate the collection of project budget information required to compile the Annual Water and Wastewater Rates Budget. Design and perform complex data analysis on budget components using Microsoft Excel, Power BI and other financial tools. Measure Sustainability Indicators, project funding variance summaries, Debt to Equity indicators and capital infrastructure funding benchmarks to identify budget pressures.

Make recommendations to the Director, Supervisor and other Senior Management team members on project funding, means of resourcing and related capital budget implications. Liaise with Senior Management, Budget Steering Committee (BSC), Program Area Leads (PAL's) and Corporate Finance to develop and present analysis and recommendations regarding potential solutions to mitigate budget impacts.

Prepare financial budget analysis summaries for submissions and presentation to Committee and Council. Information includes capital budget expenditure levels relating to the Water and Wastewater Capital Rates Budget using re-investment trends, forecasts, State of the Infrastructure and other financial and infrastructure benchmarking tools.

Perform updates and regular maintenance of the construction contract macro-enabled Microsoft excel workbook utilized

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by Hamilton Water for payment certificate preparation and approval.

Track, monitor and report on large municipal capital and operating program budgets and project delivery milestones using a project chartering framework.

Discusses and determines methods for funding of capital projects upon closing of tenders and closing of capital projects.

Maintain and update the operating to capital chargeback methodology for determining staffing allocations to capital projects each year. Prepare the annual account analysis to determine cost recoveries and complete the required journal submissions while protecting highly confidential information regarding salaries, job codes, salaries and benefit factors etc.

Coordinate the preparation of the quarterly capital budget variance analysis and report to Council.

Tracking, monitoring and reporting of financial activities in compliance with Federal and Provincial governmental infrastructure grant programs (ISF, GIF, CWWF and DMAF). Conduct budget and expenditure analysis, prepare appropriate summaries and documentation to support program staff, managers and directors in the submission of reimbursement claims. Perform financial checks and controls to ensure approved grant funding reimbursements are received by the City and allocated to appropriate accounts in accordance with Corporate Services policies.

Examines, analyzes, determines the process and follows-up on capital budget accounts/centres.

Co-ordinates the collection, distribution and implementation of financial controls necessary to support the Public Works Department project management framework for all Water and Wastewater capital projects.

Develops, co-ordinates and administers analysis for Water, Wastewater and Stormwater capital projects.

Assists special projects approved by Council, meets with Directors, Managers and Senior Project Managers to determine course of action, cash flow budget requirements and develop financial expenditure plans/summaries as required by Hamilton Water Division of Public Works.

Administers the finances of the Hamilton Water Capital Program thorough all phases from approval (budgeting), chartering (approach), delivery (tracking, monitoring and reporting through status updates) and closing (completion).

Coordinate the ongoing development and implementation of the project chartering system to ensure capital budgets as approved by City Council are planned and tracked appropriately for the Planning, Engineering, Construction and Operating & Maintenance sections to prepare for their necessary tasks.

Attends and presents budget analysis at various budget development and review sessions.

Works in accordance with the provisions of applicable Health and Safety legislations and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health & Safety.

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

### **QUALIFICATIONS**

1. Experience related to the duties listed above, normally acquired through the completion of a degree or community college diploma in Business Accounting, Business Analytics or an equivalent combination of education and previous work experience.
2. Previous demonstrated budget management knowledge and experience related to projects, preferably water infrastructure projects.
3. Demonstrated Working Knowledge with PeopleSoft, Questica and WebCentre financial systems used in the

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City of Hamilton is required.

4. Excellent working knowledge of Word, Access, MS Project and PowerPoint and Microsoft Excel, demonstrated ability to develop and implement complex macros for analysis and statistical reports.
5. Experience in the application of project charters for tracking and reporting on delivery of capital programs.
6. Knowledge and experience with using Microsoft SQL Server Report Services (SSRS) to create Capital Budget reports and Business Intelligence Maintenance Applications (BIMA) is an asset.
7. Considerable work experience in a Project Management Office is preferred.
8. Considerable work experience as a Capital Budget Coordinator within the City of Hamilton is preferred.
9. Preference for an ability to translate business functional requirements into technical requirements and vice versa, normally acquired through proven experience in the development of software solutions in a team environment.
10. Experience in technology initiatives. Knowledge of Software Quality Assurance and Testing practices and the use of quality assurance tools such as Quality Centre, is an asset.
11. Experience with data modelling and visualization tools such as Power BI and Microsoft Visio is an asset.
12. Ability to work in complex technical environments with collaborative multidisciplinary teams to proactively identify issues and use strong problem-solving skills propose solutions/remedies.
13. Flexible and able to work in ambiguous situations using creative thinking and analytical approaches.
14. Organized, self-motivated and self-monitoring individual with good written and strong verbal communication skills.
15. A team player with excellent customer service and interpersonal skills, able to respect and deal with confidential information.
16. Attention to detail required, and the ability to work under pressure with tight deadlines.
17. Knowledge and understanding of statutes, regulations including but not limited to the Clean Water Drinking Act, Construction Act and by-laws affecting the Department/Section is an asset.