

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATER AND WASTEWATER DIVISION – STRATEGIC PLANNING - INFRASTRUCTURE AND SOURCE WATER PLANNING – LOCATION – 55 JOHN ST. N., 6TH FLOOR)

SENIOR PROJECT MANAGER, SOURCE PROTECTION PLANNING

SUMMARY OF DUTIES

Reporting to the Manager of Infrastructure and Source Water Planning, the Senior Project Manager, Source Protection Planning, will provide leadership to subordinate staff in a team environment that shall focus on Source Protection Planning initiatives for the City to fulfil its obligations under the Clean Water Act.

The Senior Project Manager shall ensure that the Source Protection Planning services are implemented in accordance with the Clean Water Act, the City and Provincial/Federal requirements in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Aids in the preparation of sectional reports identifying how the operation performed against established benchmarks related to services, financial, administration and staff performance.

Reviews hydro geological studies for Development Applications under the Planning Act to comply with City policies.

Possesses a demonstrated record of technical competence, customer focus, staff delegation and empowerment. In addition, the Senior Project Manager will have a responsibility for investigating and recommending new procedures for improving the section's technical performance.

Possesses a high level of personal integrity and be an excellent communicator as this position will require extensive consultation with external agencies.

RESPONSIBILITIES

You will assume the day-to-day responsibilities for the Source Protection Planning elements of the Infrastructure and Source Water Planning Group, ensuring that the obligations of the residents and businesses of the City of Hamilton are met and regularly exceeded and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

Implements plans and policies to comply with the Clean Water Act and Source Protection Planning under Infrastructure and Source Water Planning and its services. Makes recommendations to the Manager on technical aspects, project priorities and related matters.

You will participate in teams comprised of staff not only from the Public Works, but from other City Departments and outside agencies in order to fulfil the City's obligations under the Clean Water Act utilizing your multi-disciplinary expertise to coordinate Source Protection Planning activities.

The Senior Project Manager will project manage consultants on Source Protection Planning projects including the preparation of terms of reference, oversee the collection of data and review/comment on consultants' reports and recommendations.

Oversees the preparation of studies and reports related to the analysis of water resources, contamination, threats, vulnerabilities and environmental issues. Delivers a servicing program that will meet the needs of the City while balancing environmental and economic costs as well as develop mitigation measures to address impacts.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Develops and manages the City's work program for Source Protection Planning in three Source Protection Regions.

Oversees the development of work plans, related Terms of Reference documents, project proposals necessary to meet the requirements of the Clean Water Act, its regulations and associated provincial standards and guidelines.

Prepares current and capital budgets for Source Protection Planning initiatives.

Conducts literature reviews and research to develop and document groundwater components of water budget work, as well as on threats and vulnerabilities and their assessment.

Participates on various corporate committees as required and represents the City on various Source Protection Planning committees.

Identifies and evaluates procedures to complete Source Protection Planning activities.

Liaises with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Writes reports, composes correspondence related to Source Protection Planning issues.

Directs and supervises technical and support staff involved in the Source Protection Planning process.

Develops policies and procedure related to Source Protection Planning practices.

Provides technical review, inputs and oversees the review of Permits to Take Water in Rural Areas.

Makes recommendations related to departmental current budgets.

Ensures that employees are provided with and use the appropriate equipment, material 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.

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 responsibilities of the position.

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to Source Protection Planning and Hydrogeology, normally acquired by obtaining a degree in Geoscience or a relevant discipline from a recognized university plus work experience related to Hydrogeology or an equivalent combination of education and relevant work experience.
2. Preferred registration as a Professional Geoscientist or Professional Engineer with area of practice in Hydrogeological or Watershed related work preferred.

3. A thorough understanding of Source Protection Planning principles, water resources (surface and groundwater), watershed planning, and land use planning gained thorough extensive practical experience.
4. Demonstrated knowledge in groundwater modelling and water budgets for groundwater sources.
5. Demonstrated knowledge of land use planning related to surface water and groundwater interaction.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to deal 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. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications including surface and ground water software models.
14. Must have a valid Class 'G' driver's licence and the provision of a car by individual for use on the job.

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