

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION — LOCATION – 100 KING STREET WEST, 9<sup>th</sup> FLOOR)

### PROJECT MANAGER – SOURCE PROTECTION PLANNING - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Source Protection Planning, the Project Manager, Source Protection Planning (SPP) will provide leadership in a team environment and will focus on providing the water resources planning necessary for the City to fulfill its initiatives and obligations under the City planning policies and Provincial/Federal requirements in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

The Project Manager, SPP will (1) coordinate and assist in project management of consultant studies (2) administer and project manage the review of private development in accordance with water resources framework (3) support public consultation and customer inquiries and (4) coordinate the collection and review of source water data sets.

#### GENERAL DUTIES

Interact with consultants on Water Resources planning projects including the preparation of terms of reference, oversee the collection of data, oversight of selected consultant and review of project deliverables related to the following areas:

- Watershed Studies
- Class Environmental Assessments
- Source Water Protection
- Rural Water & Wastewater Servicing
- Development Planning Applications
- Groundwater Studies

You will participate in multi-disciplinary teams comprised of corporate staff and outside agencies in order to address water resources issues.

Implement plans and policies to comply with the Clean Water Act and Source Protection Planning. Make recommendations to the Senior Project Manager on technical aspects, project priorities and program delivery.

May be trained to perform the responsibilities associated with the role of Risk Management Official (RMO) and/or Risk Management Inspector (RMI) under the Clean Water Act, including issuance of enforcement orders, acceptance of Risk Management Plans and preparation of annual report to the Source Protection Authority.

Coordinate and supervise staff for field activities related to well monitoring (data download and sampling), well pumping tests, well up-grades and well drilling.

Liaison with Conservation Authorities: Long Range Planning and Source Protection Planning Technical Committees regarding water resources.

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

Write reports, compose correspondence related to major responsibilities.

Assist with the review of Permits to Take Water in Rural Areas.

Develop initiatives, policies or procedures related to water resources planning practices.

Work 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. Proven demonstrated knowledge and experience in the theories and practices of Water Resources Management usually acquired through a University Degree in Hydrogeology, Environmental Sciences or Engineering or equivalent combination of education and experience.
2. Professional designation with Association of Professional Geoscientists of Ontario or Professional Engineers of Ontario is an asset.
3. Project management skills administering technical studies.
4. Demonstrated experience in areas of hydrogeology, groundwater protection or water resource management.
5. Working knowledge and understanding of the Clean Water Act, Ontario Water Resources Act and/ or Planning Act,
6. Ability to articulate concepts and recommendations to a wide variety of audiences (technical or non-technical people) (management, peers, elected officials, general public).
7. Excellent technical written and oral communication skills.
8. Demonstrated ability in corporate core competencies including communication, team work, initiative, self-management, accountability, flexibility, and adaptability.
9. Must have working knowledge of MS Office software applications, and GIS software
10. Must hold a valid G driver license and have a satisfactory driving record.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

\*\*\*\*\*