

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CAPITAL PLANNING & IMPLEMENTATION DIVISION – ASSET MANAGEMENT – LOCATION – 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER, FACILITIES / PARKS INFRASTRUCTURE - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Infrastructure Programming, provide creative leadership to staff, in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promote a service-oriented culture and focus within the Section. Promote teamwork and integration within the Asset Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Using a “best practices” approach develop, and deliver quality services in a timely and cost effective manner.

Evaluate and report on the Section’s service, financial, administrative and staff performance against internal and external benchmarks. Design and implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

Possess a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and staff development and be results oriented.

Possess a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

Assume accountability and responsibility for the development of capital budget programs related to facilities, parks and open space surface infrastructure and to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives.

Accountable to the Senior Project Manager for ensuring that infrastructure system development and programming initiatives are consistent with the City of Hamilton Mission and Vision.

Develop plans and guidelines for the acquisition, development, and implementation of Facilities, Parks, and Energy Management capital planning systems. Use system to make recommendations to the Senior Project Manager and Manager on project priorities, means of resourcing, and related cost implications.

Develop infrastructure assessment project scopes and tendering documents based on the need of various client departments.

Search and screen consultants required for specific projects. Write scope requirements for RFQ, RFP, RFT, and Roster assignment contracts. Review proposal submissions for awarding contracts. Maintain historical project cost data for future project cost estimates.

Organize and facilitate software training for users across client departments and external stakeholders.

Partner with industry software vendors and service providers to maximize value and efficiencies to the City.

Develop programs and budget strategies related to surface infrastructure systems, specifically facility and park assets within the City of Hamilton. Make recommendations to the Senior Project Manager and Manager on project priorities, means of resourcing and related cost implications.

Promote teamwork and integration within the Asset Management section, other divisions and departments, and with other parties participating in cross-functional and cross-program initiatives.

Develop and empower staff through delegation of responsibilities through regular feedback, and by providing development opportunities and technical direction.

Maintain and administer software user access levels, internally and externally, in order to preserve data integrity and information.

Be the subject matter expert by providing best practice guidance and technical advice related to asset management and facilities management, to client departments, as tools, software, industry trends, and internal city policies and procedures.

Be able to research industry and develop long-term multi-year contract documents for the acquisition of software and service for sustaining the asset management Facilities and Parks sectional mandates.

Monitor projects within the Section to ensure safety, service quality, cost effective and timely delivery of services.

Respond to issues and queries raised by Council as channeled through the Director.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Proven knowledge of practices, theories and trends of civil and/or architectural engineering normally acquired by obtaining a degree or diploma in Civil or Architectural Engineering or a relevant discipline or a combination of education and relevant work experience.
2. Preference will be given to applicants with membership with the Professional Engineers of Ontario or eligible for certification or membership with the Ontario Association of Certified Engineering Technicians and Technologists.
3. Knowledge of engineering and asset management theories, practices, and trends to assist in the implementation of an asset management manual for the City Of Hamilton. Knowledge and/or experience related to the National Guide to Sustainable Municipal Infrastructure (Infraguide) Best Practices, along with financial budget development and life cycle analysis would be considered an asset.
4. Strong working knowledge of computer database software applications and Microsoft products such as Access, Word and Excel. Extensive knowledge of infrastructure systems specifically the facilities and parks and open space such as Asset Planner, iAuditor, Hansen, Recapp, GeoMedia / GIS application would be an asset.
5. Knowledge of application of building code and regulations and construction procedures. Background in field techniques and modern construction and construction document practices.
6. Formal design and site inspection experience as it relates to Facilities and Parks and Open Spaces. Demonstrated experience related to the exposure to assets within a facility and/or park environment. Proven ability to identify key components associated with the infrastructure would be an asset.
7. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
8. Highly effective leadership, facilitation, interpersonal and organizational skills.
9. Highly effective communication and presentation skills.

10. Experienced in designing and delivering customer focused programs and services.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department / Section.
13. Ability to mentor and provide technical direction to subordinate staff.
14. Highly developed analytical and planning skills with a proven track record for project co-ordination.
15. Experienced in designing and delivering customer focused programs and services.
16. Must possess a valid Class "G" Driver's Licence.