

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

**(CAPITAL PLANNING & IMPLEMENTATION DIVISION – DESIGN SERVICES - LOCATION – 100 KING ST. W., 2<sup>ND</sup> FLOOR.**

### **PROJECT MANAGER – CONTRACTS & SPECIFICATIONS - CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Manager, Design Services. The Project Manager, Contracts will be responsible for the tendering of contracts, the development and maintenance of standards and specifications ensuring the delivery of quality services to the public and internal clients.

Accountable for ensuring that contract and specifications development activities are delivered in accordance with City, Provincial and Federal guidelines through 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. Instill a customer service focus with subordinate staff.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as mentor to subordinate staff.

Provide tendering and contract review services on Design projects for Engineering Services and other customer department projects through the direction of in-house staff.

#### **GENERAL DUTIES**

The Project Manager, Contracts is accountable to the Manager, Design Services to ensure that all contracts, standards, and specifications of Design projects are delivered in accordance with Provincial, Federal and City of Hamilton approved policies and standards.

You will assume responsibility for the co-ordination of all tendering services for infrastructure construction contracts including but not limited to roads, bridges, sewers, watermains, storm water management ponds, large culverts, sidewalks, combined sewage overflow tanks, traffic signalization and park development. Schedule the tendering of all contracts.

Conduct technical quality control reviews of all tender documents including the application of appropriate design and construction standards, material and quantity checks, technical content and format. Approve all final tender documentation.

Determine the need for and issue technical responses, addenda and clarifications as necessary.

Responsible for the documentation, review and ongoing maintenance of the City's Construction and Material Specifications Manual to ensure that all specifications, general conditions and standard drawings are in accordance with Provincial and City standards. Conduct quality control checks to ensure format consistency and that technical content is accurate and updated on a regular basis.

Acts as Chair of the "Standards and Approved Products Committee" to assist in all aspects of the committee's operation. Receive and manage product applications, issue correspondence, notices, co-ordinate meeting agendas, prepare minutes. Archive technical material.

Establish, maintain and monitor the City of Hamilton approved "Municipal Products Interface" on the "The Road Authority" website (TRA - MPI). Conduct ongoing updates and maintenance associated within the web site operation for both "in-house" staff and external clients.

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Liaise with various internal city departments including Purchasing, Legal Services, Labour Relations, Risk Management and Finance and Administration on an ongoing basis to develop and maintain tender related documentation, including bid rejection and acceptance criteria, general conditions of contract and general construction requirements.

Act as web Author and be responsible for the input, review and ongoing maintenance of the content on Design and Construction related information. Establish and maintain a web page for the downloading of standard specifications and drawings by contractors, consultants and other external clients.

Co-ordinate and provide technical assistance for projects performed "in-house" and by consultants to ensure that they are completed on schedule and in accordance with the City's established standards.

Direct and supervise the archiving of all project-related tender documentation to maintain accurate long term records for contract documentation for future reference across City Departments.

Act as the City's representative to various external industry associations and organizations including the Hamilton Heavy Construction Association, Municipal Engineers Association, Ontario Good Roads Association, Hamilton-Halton Construction Association.

Provide supervision and direction to subordinate staff, including implementing standard procedures.

Identify opportunities to increase efficiency in the tendering function, reduce tendering and construction costs.

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

### **QUALIFICATIONS**

1. Proven knowledge of the practices and theories of civil engineering project procurement normally acquired by successfully completing an Engineering Technologist's course at a recognized community college and proven progressive relevant work-related experience or by successfully completing a University Degree in Civil Engineering or related discipline and relevant work experience or a combination of relevant work experience and related education.
2. Considerable demonstrated experience applying engineering and project management theories, practices and trends in developing large construction contracts, specifications and engineering standards.
3. Demonstrated experience in the reviewing, approving and implementing tender documents and specifications related to bridges, culverts, roads, watermain and sewer infrastructure, park development and traffic signalization projects.
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communications presentation, interpersonal and organizational skills.
6. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.
7. Possess excellent communication skills and have excellent time management skills.
8. Must be able to communicate effectively both orally and in written form.
9. Ability to deal effectively with contractors, consultants, elected officials, representatives or other levels of government, management, peers, staff and the general public.

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10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section.
11. Working knowledge of Word, Excel and Access.
12. Member of, or eligible for membership with PEO or OACETT preferred.

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

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