

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE ASSETS AND STRATEGIC PLANNING DIVISION – LANDSCAPE ARCHITECTURAL SERVICES – LOCATION – 77 JAMES ST. N., SUITE 400)**

**SUPERVISOR LANDSCAPE ARCHITECTURE - CUPE 1041**

**SUMMARY OF DUTIES**

Reporting to the Manager, Landscape Architectural Services, the Supervisor, Landscape Architectural Services will provide leadership to subordinate staff in a team environment that is primarily responsible for the planning and design of municipal parks, trails, and open space projects.

The Supervisor shall ensure that parks, trails, and open spaces are master planned and designed in accordance to City standards, provincial and federal approvals or guidelines.

Aids in the preparation of sectional reports tracking performance of the team with respect to public satisfaction in public meetings, processing development applications, budget variance reports and capital budget projects.

Implements strategies to improve effectiveness and efficiencies. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Possesses a demonstrated record of technical competence, strong leadership, customer focus, excellent public relations, innovation/creativity, staff delegation and empowerment, and be committed to results.

Possesses a performance record of above average and exceptional performance in carrying out day-to-day responsibilities including quality of work, time management, and knowledge of Landscape Architectural Services related duties.

The Supervisor is highly knowledgeable in industry best practices, and is responsible for investigating and recommending new procedures for improving the section's technical performance.

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

**RESPONSIBILITIES**

You will assume the day-to-day responsibilities for the drawing production of Master Plans, presentation drawings, design elements, tendering, and construction of the Landscape Architectural Services projects, ensuring that the needs of the residents, community groups, developers within the City of Hamilton, and other City sections are met and regularly exceeded, and that these elements are delivered in a timely and cost effective manner in accordance to related policies.

You will participate in teams comprised of staff, not only of Public Works but from other City departments and outside agencies, to address development, redevelopment, and environmental issues, utilizing your multi-disciplinary expertise to co-ordinate these initiatives and effectively represent the interests of Landscape Architectural Services.

Delivers projects in accordance with City, Provincial and Federal legislative standards, regulations or guidelines in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision statements.

Assists in the development and vetting of standards and best practices for Landscape Architectural Services as required for the effective delivery of projects.

You will further identify the need for specific maintenance programs or schedules resulting from new development or redevelopment parks, trails, waterfront and open space projects.

Assists the Manager in the calculation of funding requirements for capital projects, establishing and prioritizing projects to be investigated through the production of a 10-year capital forecast. Coordinates submittal of Landscape Architectural annual capital budget program.

Oversees the tracking of capital construction projects and assist in the preparation of reports related to the capital forecast.

Guides technical staff in the management of the Landscape Architectural Services web site.

**GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Reviews development or design standards and upgrades or refines standards as required to ensure quality parks and open space components, enhance performance of components and life cycles of the components.

Monitors and ensures the developers' contractors building parks are meeting City quality design standards, by reviewing development progress with staff Landscape Architects and recommending any need for changes to the design standards or quality control.

Tracks parks and open space development costs via City tendering processes and through works undertaken by the private development community on behalf of the City of Hamilton related to construction and consulting costs versus development charge allowances.

Assists in the development of procedures for improved stewardship and accountability, risk management, financial efficiencies for parks and open space projects and ensures that section, division and department objectives are accomplished.

Develop project scheduling for drawing production through the drafting staff and students, in consultation with the Manager. The Supervisor will ensure that parks and open space projects are prepared according to the approved schedule. Communication of the schedule to the relevant Councillors and related departmental staff either for master planning, design or tendering.

Participates on corporate committees as required.

Develop strategies and plans to ensure projects are completed within the required schedule, approved budget, including recommending any required budget adjustments to the Manager of Landscape Architectural Services.

Responsible for directing and recording the performance of consultants in undertaking projects, including recommending and implementing a consultant performance appraisal system and reviews.

Provides supervision and direction to subordinate staff.

Receives and answers inquiries of a technical nature from the public, City Council, staff, government agencies and media. Recommends and implement procedures and maintains public relations through subordinate staff.

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 or 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.

Prepares reports to City Council as required.

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

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

### **QUALIFICATIONS**

1. Extensive demonstrated knowledge of landscape architecture theories and practices normally acquired by successfully completing a Bachelor or Master of Landscape Architecture degree from an accredited landscape architecture university,. Full Member with Seal, in good standing with the Ontario Association of Landscape Architects, is preferred.
2. Education and/or experience in business administration is an asset.
3. Extensive proven knowledge in the areas of municipal park and open space planning, design, production of technical design and construction drawings, implementation, required approvals and permits, in a government setting is desired.
4. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented and predominantly unionized environment,
5. Highly developed ability to articulate a vision to lead and motivate others.
6. Possess a demonstrated record of technical competence, innovation/creativity, team advocacy, staff delegation and empowerment.
7. Possess a high level of personal integrity and be an excellent communicator.
8. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Extensive knowledge of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal, scheduling and organizational skills.
11. Working knowledge of related computer software applications.
12. Knowledge of collective bargaining process.
13. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.