

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(OPERATIONS DIVISION- ROAD MAINTENANCE SECTION

- LOCATION – 77 JAMES ST. N., SUITE 400)

-PROJECT MANAGER, CAPITAL REHABILITATION & TECHNICAL OPERATIONS CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manger Capital Rehabilitation and Technical Operations, the Project Manager, Capital Rehabilitation and Technical Operations will work closely with staff and contractors in a multi-functional workforce engaged in the delivery of asset management services for roadway assets and program delivery services for contractual winter and summer operations and material supply as required.

Accountable for establishing quality control and vendor performance formats and maintaining an infrastructure inventory, current condition assessments and programs for inspection, remedial repairs and lifecycle replacements.

Accountable for ensuring that road right of way maintenance activities and construction projects are delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach develops and delivers quality services in a timely and cost effective manner. Instil a customer service focus with staff and contractors.

Implement strategies to improve effectiveness and efficiency.

Set above average standards and lead by example.

Possess a demonstrated record of leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and be committed to results.

Provide technical expertise and direction to other sections within the Roads & Traffic Division.

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

GENERAL DUTIES

Employs a "customer service focus" and "best practices" approach to program and project management to ensure effective and efficient use of resources (i.e. in house and contracted forces and equipment) and the delivery of high quality and timely services in compliance with Federal, Provincial and Municipal legislation and guidelines and approved budgets, contracts and policies and to ensure balanced service/price/quality.

Establishes and maintains an inventory of roadway related assets including but not limited to retaining walls, drainage structures, fencing and barrier structures, salt storage facilities, roadway and sidewalk networks.

Manages programs for the inspection and condition assessment of specified roadway infrastructure.

Develops annual Capital work plans and forecasts and prepares annual Capital Program Budget and Capital Forecast submission.

Manages maintenance and construction projects related to roadway assets and specified contractual services including procurement of materials, and equipment as is required to meet program objectives.

Oversees and monitors related contracts/contractors including implementing a contractor's performance appraisal system and associated contractor project or construction contract reviews. Ensures projects are completed within the required construction schedule, budgets and ensures service/price/quality are in compliance with legislative

requirements and consistent with the City of Hamilton Mission and Vision and provincial standards.

Responsible for coordination of activity on road maintenance and construction projects including but not limited to utility work.

Commissions roads maintenance and construction projects including the provision of construction as-built records and maintenance manuals.

Maintains control to ensure projects are completed within the required construction schedule, and approved budget and provides recommendations for any required budget adjustments.

Undertakes vendor performance activities as required and monitors program performance for contracted services.

Provides construction management services and technical assistance to staff of the Roads Maintenance Section, **Roads & Traffic** Division or other corporate staff that require construction or project management assistance or services.

Undertakes duties and 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 Recommend and implement procedures and maintain public relations. Liaise with senior staff and politicians. Performs other duties as assigned which are directly related to the responsibilities of the position. 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.

QUALIFICATIONS

1. Proven knowledge of theories and practices of civil engineering acquired through a degree in civil engineering or a diploma in engineering technology or an equivalent combination of experience and education.
2. Preference will be given to applicants with membership or eligible of membership in the Professional Engineers of Ontario or those who are members of or eligible for certification or membership in the Ontario Association of Certified Engineering Technicians and Technologists.
3. Proven 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.
4. A demonstrated thorough knowledge and understanding of statutes, regulations and by-laws affecting the position.
5. Background in stormwater management would be an asset.
6. Detailed knowledge of and the ability to interpret a variety of regulations, contractual agreement, policies, guidelines, the Drainage Act, Tile Drainage Act and other related Acts.
7. Considerable project management experience, preferably related to roads infrastructure in a municipal environment.
8. Project Management Professional (PMP) designation would be an asset
9. A background in large scale municipal road maintenance and repair programs would be an asset.
10. Demonstrated knowledge of health and safety legislation and applicable regulations as it relates to the position. Core certification training would be an asset.
11. Highly effective project management, leadership, facilitation, written and oral communication, presentation, interpersonal and organization skills.
12. Working knowledge of computer software applications such as Microsoft Office, Hansen,

PeopleSoft, G.P.S., A.V.L., GEO Media and G.I.M.S. systems etc. or their equivalent.

13. Demonstrated record of leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, empowerment and commitment to results.
14. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
15. Experienced in developing and delivering customer focused programs and services.
16. Highly developed ability to articulate a vision to lead and inspire others.
17. Must possess a valid Class "G" Driver's Licence and provision of a vehicle by the applicant for use on the job.

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

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