

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (ENGINEERING SERVICES DIVISION - LOCATION – 100 KING ST. W.)

DIRECTOR, ENGINEERING SERVICES

OVERVIEW

Reporting to the General Manager, Public Works provides strategic leadership, through subordinate management, to a multi-functional workforce engaged in the delivery of services to the public and internal clients. Recommends specific policies and long-range strategies in the delivery of services to meet mandated goals and objectives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Uses a "best practices" approach in developing and delivering quality services in a timely and cost effective manner. Instills a customer service focus in the division.

Evaluates and reports on the division's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Provides creative divisional leadership through consultation with an effective division management team.

Promotes teamwork and integration between units within the division and with other parties participating in cross-functional and cross-program initiatives.

Develops and empowers staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

RESPONSIBILITIES/DUTIES

You will assume lead accountability and responsibility for the Engineering Services Division. The division is responsible for providing capital planning, base planning, functional planning, design, construction and project management services for the City's Road, Water, Wastewater, Stormwater, Parks, Building and Facility infrastructure, including the following functions:

- Infrastructure Functional Planning
- Survey and Technical Services
- Asset Management
- Capital Budget Development
- Design Engineering
- Contract Document Preparation
- Tender Procurement and Award
- Construction, Inspection & Commissioning

These services are essential for the Public Works Department to meet the growing needs of the residents and businesses of the City of Hamilton.

The Director is accountable to the General Manager. Public Works, for ensuring the Engineering Services are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Strategic Priorities.

Oversee the development and monitoring of the City's annual right-of-way corridor capital program.

Oversee the development and monitoring of annual operating and capital budgets.

Provide technical support corporately as needed relative to project and asset management.

Monitor the operations and projects within the Division to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Attend public meetings to present the City's position/actions to the public, media and outside government bodies. Participate, and regularly act as main spokesperson in discussions on Capital Planning & Implementation issues. Respond to issues and queries raised by Council.

Ensure compliance with Provincial and Federal statutes and regulations and Municipal by-laws and policies.

Respond to various corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to Council and its Committees.

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

QUALIFICATIONS

1. Degree in Civil Engineering required.
2. Membership with the Professional Engineers of Ontario (PEO) required.
3. Demonstrated knowledge and experience in the development and delivery of capital programs.
4. Progressively responsible experience in the application 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.
5. Extensive senior management experience, preferably in a municipal environment.
6. Demonstrated experience to effectively manage a large multi-disciplinary team of technical and professional staff, preferably in a unionized environment.
7. Demonstrated experience to effectively manage small to large multi-disciplinary teams of external technical and professional service assignments.
8. Demonstrated experience to effectively manage small- and large-scale construction projects.
9. Demonstrated financial management skills in developing, implementing and monitoring division budgets and large-scale capital works budgets.
10. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
11. Ability to write clear and concise reports.
12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

14. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development, and results orientation.
15. Possess a high level of personal integrity and sound judgment.
16. Thorough proven knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
17. Demonstrated knowledge of collective bargaining process.
18. Working knowledge of computer software applications.
19. Demonstrated knowledge of the Health and Safety Act and applicable legislations as it relates to the position.

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