

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(CAPITAL PLANNING AND IMPLEMENTATION DIVISION)**

### **MANAGER GEOMATICS AND CORRIDOR MANAGEMENT**

#### **SUMMARY OF DUTIES**

Reporting to the Director Engineering Services, the Manager will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that survey, mapping and technical support activities are delivered in accordance with City and Provincial 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 services 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.

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.

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

#### **RESPONSIBILITIES**

You will assume responsibility for the provision of survey, mapping and technical support services to meet the growing needs of the residents and businesses of the new City of Hamilton.

The Manager Survey and Technical Services is accountable to the Director Engineering Services for ensuring the Program is delivered in accordance with city and provincial standards with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

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

Provide creative leadership and direction to subordinate staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Deliver survey, mapping and technical support services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Responsible for the provision of survey services which includes engineering surveys, legal surveys and mapping services for, but not limited to Design and Construction projects.

Provide survey, mapping and technical support to staff within the divisions of Public Works or other Corporate staff that require assistance or services.

Manage and direct all Geomatic tasks and staff, including the production of plans, transfers, and control points.

Establish acceptable accuracy standards, and manage the provision of all digital mapping and Ortho Photography.

Direct, manage and provide delivery of CAD standards, training and drafting services for Public Works and client departments.

Oversee the processing of approvals (municipal consents) for the installation of public and private utilities on City of

## **Job Description #: 6180**

Hamilton road allowances including the management of the road cut permit process and the maintaining of an appropriate municipal consent and road cut permit record system.

Provide drafting services including the management of engineering drawings which maintains records through a drawing creation, storage and retrieval system.

Provide and maintain contract drawing printing services.

Provide supervision and direction to subordinate staff, including recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills.

### **QUALIFICATIONS**

1. Graduation from a recognized community college with an engineering technologist diploma, and be a member of, or eligible for certification with the Ontario Association of Certified Engineering Technicians and Technologists with the demonstration of relevant experience related to the duties described, gained through extensive work experience.
2. Preferred - A University Degree in an appropriate field and be a registered Ontario Land Surveyor with significant experience in the urban environment, as well as, substantial survey field work including leading a field crew to perform cadastral, engineering and geodetic surveys.
3. Experience in different types of municipal system surveys,
4. Expert in manipulation and interpretation of survey digital data and extensive experience in computerized environment.
5. Must be able to demonstrate relevant experience related to the duties described, gained through considerable work experience.
6. Knowledge of project management theories and practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
7. Highly developed ability to articulate a vision to lead and inspire others.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
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. Knowledge of collective bargaining process.
14. Working knowledge of computer software applications.

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

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