

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**TRANSPORTATION OPERATIONS & MAINTENANCE DIVISION – TRANSPORTATION OPERATIONS –**  
**LOCATION – 1375 UPPER OTTAWA ST.**

**PROJECT MANAGER, LIGHTING & ELECTRICAL INFRASTRUCTURE - CUPE 1041**

**SUMMARY OF DUTIES**

Reporting to the Superintendent, Signals, Systems & Street Lighting, the Project Manager, Lighting & Electrical Infrastructure, will provide leadership in a team environment that shall focus on meeting the City's responsibilities as a leader and steward in optimizing the delivery of roadway illumination, focusing on reliable and low cost maintenance service delivery and innovation in systems efficiency, reliability, energy saving and roadway safety, in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager shall ensure that street lighting maintenance is planned, implemented and managed in an efficient and effective way and is delivered in accordance with City, Provincial and Federal guidelines in a cost effective and timely manner through the best use of financial and staff resources.

The Project Manager will promote a service-oriented culture and focus within the Section, and promote teamwork and integration within the Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

The Project Manager is responsible for overseeing the street lighting maintenance program inclusive of directing the City's street lighting maintenance contractor(s), identifying and investigating pro-active maintenance projects, reacting to immediate maintenance needs to ensure the lighting of the municipal right-of-way delivered to satisfy the safety needs of the public and meets the Council approved service levels for street lighting.

The Project Manager shall aid in the preparation of sectional reports identifying how operations performed against established benchmarks related to services, financial, and administrative performance.

The Project Manager is responsible for maintaining an accurate and reliable record set of the street lighting infrastructure that is utilized for the street lighting maintenance and capital programs.

The Project Manager shall possess a demonstrated record of technical competence, customer focus, delegation and empowerment. In addition, the Project Manager will have responsibility for investigating and recommending new policies and procedures for improving the street lighting system's operational performance.

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

Provides creative leadership and direction to both internal staff within the section and external forces such as street lighting maintenance contractors. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develops master project management plans involving internal and external resources. Coordinates resources to maintain scheduled project delivery. Reports on project progress verbally and in writing.

Investigates and reports on existing local and system-wide operational conditions. Develops policies and procedures for improved operations, stewardship and accountability, risk management and financial efficiency. Be results oriented and persistent in ensuring objectives are accomplished.

Prepares and recommends detailed plans for projects that facilitate the upgrading of street lighting plant such as poles, underground and overhead wiring, organizes safety audits of existing infrastructure, inspects record drawings

and existing street lighting electrical installations, organizes streetlight maintenance program, and commissions the revised or rebuilt street lighting plant.

Coordinates efforts with Transportation Engineering, and Street Lighting Engineering staff, and provides input into the planning and implementation of capital projects.

Reviews and investigates systemic maintenance challenges with the street lighting system and identifies, researches and plans for pro-active maintenance projects inclusive of cost-benefit analysis, budgeting and scheduling of such projects.

Researches technical and maintenance standards using all means available, including Internet, textbooks, literature review, personal visits and telephone contacts, as well as by developing and executing pilot and full-scale testing.

Develops tender documents and proposal requests. Evaluates tender results and RFP results and recommends preferred vendors. Project manages consultants and contractors, including authorizing progress payments.

Undertakes field inspections of project quality as required. Audits work undertaken by maintenance contractors to validate that work has been completed and meets or exceeds the City's expectations.

Maintains records of work done, using formal asset management and GIS software, as required.

Oversees the annual street lighting operating budget including reporting and forecasting the street lighting system's on-going and projected maintenance needs. Monitors the street lighting energy budget and reports on the budget status and conducts energy forecasting including understanding and critiquing energy rate-setting for both the street lighting flat and metered energy accounts.

Prepares, submits and oversees capital budgets as required for maintenance driven objectives. Also participates and coordinates to assist Street Lighting Engineering staff for larger capital budget infrastructure projects.

Prepares or reviews, as required, reports arising out of this area of responsibility for presentation to senior management, members of City Council or City committees.

Participates and as required acts as spokesperson in discussions/presentations on the topic of street lighting maintenance. Attends various informal or formal Committee/Council, public and technical agencies meetings as the City's representative, as required.

Liaises with the M.O.L., M.T.O., E.S.A. H.U.C., Hydro One and other agencies, as well as professional associations, regarding the management programming strategies as required. Negotiates with agencies over grants, billing and subsidies.

Directly supervises a small work team with attention paid to customer service and achieving results. Empowers and develops reporting staff/students to perform their work in an independent manner.

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.

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

## **QUALIFICATIONS**

1. Proven knowledge of street lighting, electrical and/or electronic engineering practices and theories normally acquired by successfully completing a relevant university degree (i.e. civil or electrical engineering) and proven relevant work experience or by successfully completing an Engineering Technologist diploma from a recognized community college plus progressive relevant work experience.

2. Member of or eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists (OACETT), or registered as a Professional Engineer in the Province of Ontario - preferred.
3. Proven Experience in the application of electrical and electronic theory and practice as it relates to street lighting systems, control equipment, cabling/communications systems and energy savings equipment/programs.
4. Demonstrated knowledge gained through practical experience in street lighting and electrical engineering, operations, maintenance and construction techniques.
5. Project management experience in managing large, complex, multi-faceted projects and applications.
6. Experience in contract management including enforcement of performance clauses, budgets and progress payments.
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 lead a multi-disciplinary staff and contractors in a results oriented environment and in a predominantly unionized environment.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Practical experience in the application of statutes, regulations and by-laws affecting the department/section such as Occupational Health and Safety Act, Employment Standards Act, Ontario Traffic Manual, Highway Traffic Act for Ontario, ESA regulations, EUSA regulations, TAC, IEEE and other streetlight manuals.
12. Proven working knowledge of spreadsheet, word-processing, presentation, geographical information system (GIS), work-ordering, and other basic computer software applications.
13. Project Management Professional (PMP) designation under the Project Management Institute (PMI) considered advantageous.
14. Possession of a valid Class "G" Driver's Licence and provision of own car.

**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.**

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