

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATER AND WASTEWATER DIVISION - WATER AND WASTEWATER ENGINEERING – LOCATION – 700 WOODWARD AVENUE)

DIRECTOR, WATER AND WASTEWATER PLANNING AND CAPITAL

SUMMARY OF DUTIES

Reporting to the Director of Water and Wastewater, the Director, Water and Wastewater Planning & Capital assumes lead accountability and responsibility for the delivery of the planning, strategic inactivates, engineering, and implementation of water and wastewater facilities' capital program that meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring that the Water and Wastewater Facilities' capital program is provided in accordance with City and Provincial guidelines, policies, and regulations with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Accountable for establishing and achieving departmental/divisional 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 Section.

Evaluates and reports on the Section'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.

SPECIFIC DUTIES

Develops and implements technical policies, procedures and standards.

Develops and implements strategic operating plans.

Provides leadership and direction to staff within the Section.

Responds to inquiries from the media and acts as a key spokesperson for the Division, with respect to associated Sectional projects and programs.

Prepares operating and capital budgets for the Planning and Engineering Section and present to the Director of Water and Wastewater for approval.

Monitors Water and Wastewater Facilities' capital program to ensure service quality, cost effectiveness, timely service delivery, and legislative compliance.

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. First consideration will be given to those candidates with Post Secondary Education in an engineering related discipline with speciality in water and wastewater engineering usually obtained by attaining a Diploma or Degree in Civil Engineering (or related discipline) or an equivalent combination of education and relevant work experience.

2. Proven knowledge of water/wastewater practices, theories and trends to recommend long-term plans and policy direction for the City's water/wastewater program, services and facilities and to maintain the City's credibility while presenting technical and policy information to the public and stakeholders.
3. Demonstrated senior management experience, preferably in a municipal environment.
4. Previous experience managing multi-disciplinary teams in a unionized environment.
5. Knowledge of watersheds and local urban area environmental issues, an asset.
6. Demonstrated knowledge of project management best practices, an asset.
7. Demonstrated progressive responsibilities and experience in the application of engineering theories, practices, and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
8. Proven knowledge of general management and business administration practices to effectively provide leadership to staff of the Water and Wastewater Engineering Section.
9. Demonstrated financial management skills developing, implementing and monitoring large scale operating and capital budgets.
10. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development and results orientation.
11. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
12. Ability to write clear and concise reports.
13. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough proven knowledge and understanding of statutes, regulations and by-laws affecting the division/section.
15. Thorough knowledge of the Occupational Health and Safety Act and its regulations relative to the Water and Wastewater Division.
16. Working knowledge of computer software applications.