

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES – ASSET MANAGEMENT – LOCATION - 77 JAMES ST. N.)

PROGRAM SPECIALIST – CAPITAL INFRASTRUCTURE

SUMMARY OF DUTIES

Reporting to the Manager of Asset Management, provides creative leadership to staff in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promotes a service-oriented culture and focus within the Section. Promotes teamwork and integration within the Asset Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Provides strategic policy advice, consulting services and project leadership in delivery of services to the division and internal clients. Prepares and recommends strategic capital financial and capital budgetary policies and long range financing strategies in the delivery of services to meet mandated goals and objectives. Using a “best practices” approach, develops and delivers quality infrastructure services in a timely and cost effective manner.

Evaluates and reports on the Section’s service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve budgeting effectiveness and efficiency within all capital infrastructure programs.

GENERAL DUTIES

You will assume accountability and responsibility for the development of capital budget programs related to capital infrastructure systems to ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major capital infrastructure program budget initiatives.

You will undertake various departmental Capital Budget programs and studies for the Manager of Asset Management and the Director of Engineering Services. Accountable and responsible for the delivery of the rates and levy capital budget, including recommendations for sound, strategic policy advice to meet the growing needs of Council, senior management, and staff.

The position is accountable to the Manager for ensuring that infrastructure budget system development and programming initiatives are consistent with the City of Hamilton Mission and Vision. Develop programs and budget strategies related to capital infrastructure systems, specifically the roads, bridges and structures, water, wastewater, storm water, facilities and parks systems, and coordination of budgets across infrastructure systems. Make recommendations to the Director, Manager and Senior Project Managers on project funding priorities, means of resourcing and related capital budget implications.

Develop the use of various management systems as planning tools for asset management as well as budget preparation and monitoring. Work directly with other departments to facilitate interdepartmental co-ordination of budget initiatives.

Initiate and direct the investigation and/or evaluation of new budgeting techniques and systems related to capital infrastructure.

The position will direct and oversee consultant assignments as required including the preparation of terms of reference, oversee the collection of data and review/comment on consultants submissions.

Promote teamwork and integration within the Asset Management Section, with other Divisions, with other Departments and with other parties participating in cross-functional and cross-program initiatives.

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

Responsible for the performance management of staff including motivation and supervision, interviewing, hiring, orientation, training, scheduling, disciplining, performance evaluations, and confidential matters. Monitors and evaluates employee performance and provides support and coaching for staff development.

Supervises the attendance management program, conducts evaluations, performance appraisals and investigations.

Monitor the operations and projects within the Section to ensure, service quality, cost effective and timely delivery of services, and appropriate legislative compliance.

Respond to issues and queries raised by Council as channelled through the Director.

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

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.

QUALIFICATIONS

1. Proven knowledge of asset management budgets, practices and trends related to Capital Infrastructure normally acquired by attaining a degree or diploma in Business Administration, Commerce or Economics, or an equivalent combination of education and work related experience.
2. Previous infrastructure budget management knowledge and experience related to roads, bridges and structures, water, wastewater and stormwater.
3. Highly developed analytical, technical, organizational and problem solving skills, with a proven track record for project co-ordination.
4. Extensive knowledge of capital infrastructure budgeting systems specifically with respect to coordination of maintenance, life-cycle investment, enhancement and development budget programs.
5. Knowledge and experience in development and implementation of capital infrastructure programs as they relate to short and long-term capital budgets and investments.
6. Demonstrated experience related to project management of infrastructure program budgets, preferably in a municipal environment.
7. Knowledge and experience in capital project scoping and budgeting process with respect to coordination of surface and subsurface infrastructure.
8. Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development. Sets above average standards and leads by example.
9. Possess strong written and oral communication skills combined with highly developed technical skills, personal integrity and professional commitment. Possesses a high level of personal integrity and is an excellent communicator.
10. General understanding of Labour Relations with respect to the Progressive Discipline Process
11. Strong working knowledge of computer database software applications and Microsoft products such as Word and Excel. Knowledge and/or experience with Qwestica and PeopleSoft applications would be an asset.

12.. Ability to mentor and provide technical direction to subordinate staff, demonstrating highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

13. Ability to effectively direct a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.

14Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

15. Knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section.

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