

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – PROJECT MANAGEMENT OFFICE (PMO) – LOCATION – 100 KING STREET WEST

CAPITAL BUDGET COORDINATOR - PMO – CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Project Management Office, undertakes functions relating to capital budget, capital project variance, capital project account monitoring, capital project detail sheet preparation, preparation of capital funding appropriation, prepares quarterly capital budget variance reports and City Council reporting.

GENERAL DUTIES

Plans, co-ordinates, administers and controls Hamilton Water Capital Budget.

Discusses and determines methods for funding of capital projects upon closing of tenders and closing of capital projects.

Compiles ideas in order to develop memos, analysis, projects and documents.

Reviews and authorizes reports for submission to Committee and Council relevant to the Hamilton Water Capital Budget.

Prepares and formats computerized budget systems and other financial spreadsheets for presentation of Capital Programs and Projects.

Prepares and co-ordinates the quarterly expenditure/revenue capital budget exception variance analysis.

Examines, analyzes, determines the process and follows-up on capital budget accounts/centres.

Compiles and co-ordinates the collection, distribution, and implementation of the Public Works Department project management system for all Water and Wastewater capital projects.

Develops, co-ordinates and administers analysis for Water and Wastewater capital projects (approx. 100+ projects).

Administers special projects approved by Council, meets with Manager, Senior Project Managers and Project Managers to determine course of action and develops financial summaries as required for the Hamilton Water Division within Public Works.

Administers the finances of the Capital Works Program for all phases from Project Chartering (future planned works), current status of existing projects through to closing process of capital projects throughout the year.

Assists with Capital Project Chartering and Tracking System to ensure the Capital Budget as approved by City Council is planned and tracked correctly for the Pre-Engineering, Design and Construction sections to process their necessary tasks.

Support the implementation and ongoing maintenance of the on-demand project reporting module using BIMA data entry screens as required.

Composes correspondence for internal staff and outside agencies.

Attends various budget development and review sessions.

Works in accordance with the provisions of applicable Health and Safety legislations and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health & Safety.

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

QUALIFICATIONS

1. Proven knowledge of the principles and practices of business accounting and finance usually acquired through the successful completion of a community college diploma in accounting or financial field or other relevant field or through a combination of education and relevant previous work experience.
2. Proven demonstrated experience in coordinating financial budgets on a Program basis (multiple projects).
3. Experience in a computerized environment. Excellent working knowledge of Word, Excel, Access, MS Project and PowerPoint. Good understanding and working knowledge of the PeopleSoft Financial System and Qestica an asset.
4. Demonstrated ability to prepare computerized spreadsheets and departmental budgets. Must be able to implement macros and develop managerial statistical reports using Access and manipulate files stored on the mainframe.
5. Must possess excellent report writing and communication skills.

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