

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – INFRASTRUCTURE RENEWAL SECTION – LOCATION – 100 KING ST. W)

CAPITAL INFRASTRUCTURE ANALYST- INFRASTRUCTURE RENEWAL - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager (Infrastructure Planning), this position undertakes various duties related to linear infrastructure Environmental Assessments (EA's) which includes: research concerning infrastructure planning; multimodal transportation planning; operations and safety issues on linear infrastructure; stormwater management (SWM) support; assistance with establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources; and using a "best practices" approach to develop and deliver quality services in a timely and cost-effective manner.

The area of specialty required for this position is relevant to Road and Bridge infrastructure planning.

GENERAL DUTIES

Assist the Senior Project Manager(s) in the development of environmental assessments, transportation studies, sub watershed studies, master drainage plans, secondary plans and draft plans related to infrastructure (roads, bridges, sewer, water, stormwater) to ensure service quality, cost effective and timely service delivery and legislative compliance, including with the Ontario Environmental Assessment Act.

Develop and analyze plans and policies to help Senior Project Manager(s) and Project Manager(s) manage consultants and/or internally undertake and implement Environmental Assessments related to capital works and/or growth with a focus on transportation, stormwater management, and water and wastewater infrastructure.

Use systems to make recommendations to the Senior Project Manager(s) and Project Manager(s) on project priorities, means of resourcing, and related cost implications.

Work with multi-disciplinary teams on exciting and challenging projects, with a focus on removing barriers and improving level of service on roads, bridges, transit systems, and active transportation. Facilitates, develops, and leads key innovative EA consultation processes.

Prepare and review various technical reports and data relating to the planning of linear infrastructure surface and subsurface infrastructure for various Committees of Council.

Provide insight on, or at times even leads or undertakes, on projects relating to environmental assessments, transportation, natural heritage, noise, air, property contamination/remediation and cultural heritage studies.

Create and implement research methods, terms of reference and study design for projects.

Interact with consultants on projects as required and review/comment on submissions.

Organize, review and prepare documents, reports, presentations, technical memoranda, and other work products for open houses or public information centers (PIC).

Collect, compile, analyze and interpret data, identify and evaluate alternatives, formulate conclusions and recommendations.

Receive and answer inquiries from elected officials, staff, the public, other municipalities and outside agencies.

Represent the Division at public meetings, client and interdepartmental meetings

Assist in the preparation of the annual work program. Co-ordinate and arrange meetings, prepare agendas, take minutes as required and act as a resource contact.

Develop projects and budget strategies related to Environmental Assessments and special studies.

Liaise with provincial ministries such as Ministry of Transportation, Federal, Provincial and Crown Agencies, area residents, elected officials, neighbouring municipalities and right holder groups.

Review and make recommendations on preferred options for current surface and subsurface infrastructure rehabilitation, replacement and reconstruction practices.

Participate in multi-disciplinary studies, such as Class Environmental Assessments, natural heritage assessments, and project specific studies.

Investigate issues and queries raised by Council, staff and public as channeled through the Senior Project Manager(s).

Oversee and assign work of student(s).

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

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above, normally acquired through one of the following programs: Civil/Transportation/Architectural/Construction Engineering or degree from a recognized university relating to Urban Planning and/or transportation planning, and related experience or a combination of education and work-related experience; including seminars and training course relating to Infrastructure Management.
2. Preference for a Member of, or be eligible for certification with, respective professional associations, e.g. Ontario Professional Planners Institute/ Canadian Institute of Planners (Registered Professional Planner designation), **OR** Professional Engineers Ontario (Professional Engineer designation).
3. Knowledge and understanding of provincial and federal environmental assessment legislation, Class Environmental Assessment processes, supporting study reports for EA studies (e.g. heritage, archaeological, linkage, stormwater management etc).
4. Demonstrated experience in one of the following: Civil, transportation, construction, architectural engineering/ planning with knowledge of municipal programs related to infrastructure systems (roads, bridges and structures, sewer/wastewater, water, stormwater); including decision models, decision support systems, life cycle costing and their role in capital program development.
5. Possess a demonstrated record of strong interpersonal skills, customer focus, innovation/creativity, team advocacy, and be results oriented.
6. Demonstrated ability to understand varying stakeholder objectives and to actively listen, facilitate and communicate complex content to large audiences.
7. Exceptional organizational skills.
8. Excellent communication skills (written and verbal), as well as an aptitude for client liaison.
9. Knowledge of and experience with project management fundamentals including cost control, scope management and scheduling.
10. Strong working knowledge of computer software applications Infor/Hansen/Oracle, Microstation/CAD, ESRI/GIS and Microsoft products such as Outlook, Word and Excel.
11. Must possess a Class "G" Driver's Licence

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.