

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION - PLANT MAINTENANCE & TECHNICAL SERVICES – LOCATION – 700 WOODWARD AVENUE

MANAGER OF PLANT MAINTENANCE & TECHNICAL SERVICES

Summary of Duties:

Reporting to the Director, Water and Wastewater Operations, the Manager, Plant Maintenance & Technical Services will assume lead accountability and responsibility for the Plant Maintenance & Technical Services Section including the delivery of planning, implementation and ongoing operations and monitoring for the Facility & Process Maintenance, SCADA, and Small Capital programs for Hamilton Water.

The Manager is accountable for ensuring that the Plant Maintenance & Technical Services programs are provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

The Manager prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks; Implements strategies to improve effectiveness and efficiency; Sets above average standards and leads by example; and, functions as mentor to subordinate staff.

The Manager possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and is committed to results.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Plant Maintenance & Technical Services Section by developing plans and policies for the Section and the Facility & Process Maintenance, SCADA, and Small Capital programs. Monitor the overall Sectional programs to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives.

The Manager is accountable to the Director, Water and Wastewater Operations for ensuring that the Plant Maintenance & Technical Services programs are provided in accordance with City and Provincial guidelines with minimal disruption to clients and the public, and in the most effective and efficient manner.

General Duties:

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop programs, policies and procedures for Plant Maintenance & Technical services activities. Results oriented and persistent in ensuring objectives are accomplished.

Monitor the operations of the Section, ensuring operations are in compliance with provincial legislative requirements.

Participate and regularly act as spokesperson in discussions/presentations on Plant Maintenance & Technical Services issues to Council, agencies, the public and the media. Attend various Committee/Council and public meetings as required.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to various

committees of the City.

Prepare the annual draft capital and current budget for the Plant Maintenance & Technical Services Section and monitor and control expenditures. Prepare and report on the Section's service, financial, and staff performance against established benchmarks. Project expenditures and recommend changes where appropriate.

Empower and develop reporting staff to perform their work in an independent manner.

Update senior management of continuing abnormal conditions, breakdowns, malfunctions or similar problems that may become evident from time to time.

Participate as a department representative on various corporate committees/teams as required.

Using a "best practices" approach and a "customer service focus", manage the performance of the Section ensuring the effective and efficient use of resources (i.e. in house and contracted forces and equipment) to maintain uninterrupted operations.

Provide strategic leadership and performance accountability (e.g. performance evaluation, development plans, annual work plans) to subordinate staff, consultants and contractors to ensure delivery of technical support, scheduling, coordination, supervision and guidance.

Prepare and present reports as required, establishing and maintaining effective communication between senior management and subordinate staff, various public and private sector agencies, user groups, constituents, civic departments and other levels of government.

Act on behalf of the Director and represent the Divisional and Sectional programs on various initiatives, committees and liaison activities as required.

Lead the development and maintenance of Service and Capital Contracts to support operational programs and ensure effective operations.

Ensure compliance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Participate in labour relations matters by attending interview meetings and agreement negotiations as required.

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

Qualifications:

1. Proven knowledge of the theories and practices of civil, mechanical or electrical engineering, normally acquired by attaining a university degree or diploma in civil or environmental engineering or a relevant discipline or an equivalent combination of education and relevant work experience.
2. Previous extensive knowledge and experience in facility and process maintenance, SCADA, and capital rehabilitation related for the effective operation of water treatment and distribution and wastewater collection and treatment infrastructure.
3. Proven ability to work with a team of operations and management professionals from cross disciplines; directing both operational activities and projects.
4. Previous management experience gained through progressively more responsible positions preferably in a municipal environment.

5. Considerable experience in the development of operational and capital budgets including planning, scheduling, prioritizing and monitoring.
6. Significant experience in the preparation of contract documents and technical reports, previous experience preparing reports to Council an asset.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Possesses a high level of personal integrity.
8. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section, such as the Safe Drinking Water Act, the Environmental Protection Act, the Ontario Water Resources Act and the Clean Water Act.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software applications such as Microsoft Office, INFOR EAM, etc. or equivalent.
13. Demonstrated knowledge of the Occupational Health and Safety Act and applicable regulations as it relates to the position.
14. Must possess a valid Class "G" Driver's Licence and provision of a personal vehicle for use on the job.

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

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