

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER DIVISION – WOODWARD UPGRADE SECTION — 700 WOODWARD AVENUE)

TECHNOLOGIST, WATER & WASTEWATER WOODWARD UPGRADES - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital Works, the Technologist will be responsible for supporting the Woodward Upgrade team as required by co-ordinating and supervising the contractors, consultants and in-house programs in all aspects of work as it relates to the Woodward Upgrade Sectional program mandates.

GENERAL DUTIES

Assist with the coordination of contractors and consultants engaged in the operation, inspection, repair, renewal, maintenance, and rehabilitation of wastewater treatment facilities, the treatment of wastewater to ensure Ministry of Environment certificate of approval and City Standards as associated with the Sections Capital Works Program are followed.

Participate in review of expansion/construction activities.

Monitor work performed by contractors, under the supervision of the Senior Project Manager or Project Manager.

Review plans as prepared by internal staff or engineering consultants for accuracy.

Inspect construction projects for compliance with drawings and specifications. Investigate as-built field conditions. Participate in substantial completion reviews. Receive, investigate, and resolve construction complaints. Assist in project management and administration by implementing Excel reports, bar and line charts, and MS Project Gantt charts. Review and recommend payment of invoices.

Maintain project files, preliminary designs, shop drawings, schematics and approvals.

Assist with the coordination of Sectional As-Built Document Management System within the City's PRISM database.

Responsible for the day-to-day coordination of the Section's project and document management system (including Monthly Project Management Updates, electronic document management).

Sectional audits: assist Project Managers with the retrieval/organization of documents in support of Federal and Provincial Funding (e.g., PPP Canada, Green Infrastructure Fund).

Transfer of Assets (Level 4 Procedure): assist Project Managers with the requirements of this procedure, including updating the latest procedure and associated templates.

Administration of the Woodward Upgrades Section project Sharepoint site.

Assist with data processing, interpretation, and reporting for Sectional Key Performance Indicators.
Assist with the annual review and update of any Sectional protocols, procedure and Manuals.

Respond to inquiries from staff, the general public, elected officials, contractors and suppliers.

Compile information for reports and public presentations.

Represent the City at various meetings with the contractor/operator, consultants and Ministry of Environment representatives.

Review and evaluate consultants' proposals and monitor engineering assignment progress. Recommend payment to consultants.

Assist with the review and evaluation of tenders for capital projects.

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

QUALIFICATIONS

1. Demonstrated knowledge of engineering and project management theories, practices and trends normally acquired by attaining a degree or diploma in civil, mechanical, chemical, environmental engineering or related disciplines or an equivalent combination of education and related work experience.
2. Working knowledge of Microsoft Office computer software applications (MS Project, Excel, Word, Powerpoint, Sharepoint). Capable of compiling, calculating interpreting and trending data for parameters related to the Section.
3. Demonstrated relevant experience gained through progressive work experience in the water/wastewater treatment field.
4. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
5. Thorough knowledge and understanding of statutes, regulations and by-laws affecting municipal wastewater capital works projects.
6. Able to co-ordinate and relate well with professionals and non-professionals within and outside the organization.
7. Must possess excellent communications skills, including the writing of letters and reports.
8. A member of the Association of Certified Engineering Technicians and Technologists (OACETT), preferred.
9. Must possess a valid Class "G" Driver's Licence.

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

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