

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT - LOCATION - 77 JAMES STREET NORTH, SUITE 400

MANAGER FACILITIES MANAGEMENT INITIATIVES

SUMMARY OF DUTIES

Reporting to the Director of Facilities Management and Capital Programs (FMCP), Public Works Department, this position is responsible for assisting the Director of FMCP and Division with service delivery transformation across the Division to ensure that the City is well positioned to provide high quality sustainable services in a fiscally responsible manner well into the future. This position provides leadership, direction, facilitation, and advice on overall corporate strategic initiatives; provides oversight, direction, integration, and alignment of corporate processes and related technologies. The position has lead responsibility for coordinating various FMCP strategies for the Division to ensure that service delivery needs are aligned to people management and employee engagement strategies in support of the Public Service Value Chain and its outcomes. Identifies service delivery performance standards and measures client service delivery across Divisions to achieve improvements in efficiency and effectiveness.

GENERAL DUTIES

Working through the Director of FMCP creates a multi-year service delivery program that outlines service delivery improvement initiatives for FMCP that align with corporate priorities and the City's community vision and strategic plan.

Provides advisory support, strategic options, position papers, and briefing material to the Director of FMCP on issues such as fiscal limitations, changes to legislation with program delivery implications related to strategic planning. Monitors and examines emerging trends and best practice literature that has potential impact on effective and efficient management of FMCP services.

Responsible for the coordination and management of initiatives undertaken for the Stadium Precinct, Golf Operations and Recreational support such as: major studies/plans/reports, funding development, grants, research, trends, measurement tools and community development and related activities to ensure the maximization of available human and financial resources.

Develops and manages all section work plans, establishes and changes priorities and timetables in response to changing human and financial resources and conditions. Reports regularly on the status of projects and initiatives to the Director of FMCP.

Contributes to divisional and departmental information processes by preparing reports and recommendations on Special Projects, participating in meetings, researching and recommending new initiatives and undertakings.

Responsible for the development and implementation of short and long term planning projects.

Responsible for the development of RFP's, Terms of References, Project Charters, Communication and Consultation Plans and other supporting documentation and processes related to Facilities Management that require strategies, policies, projects and planning initiatives.

Responsible for developing, administering and monitoring the budgets and related expenses in accordance with established corporate policies and procedures. Responsible for ensuring that all operations are within budgeted levels and providing status reports to the Director of FMCP of Public Works Department, on a regular basis. Maintains related reports, records, files and correspondence. Recommends future budget appropriations.

Responsible for the evaluation, selection, and monitoring of contracted consultants related to new initiatives. Ensures ongoing communications with contracted consultants and in the documentation and administration of contracted work.

Participates in the planning, implementation, and evaluation of public consultation opportunities to support Facilities Management initiatives. Public consultation opportunities may include the implementation of open houses, focus groups, web based applications, surveys and other methodologies as deemed applicable.

Responsible for the administration and reporting of project budgets and related expenses in accordance with established Corporate policies and procedures.

Responsible for investigating and identifying areas in need of research and support related to FMCP focused Divisional and Corporate goal setting and service planning objectives.

Oversees the design, development, implementation, and analysis of assessment and measurement tools.

Fosters strategic community and business relationships related to the Stadium Precinct Initiative. Acts as a facilitator implementing a community development approach in working with stakeholders to develop opportunities for cultural reflection, expression and celebration.

Develops and maintains effective networks between City and external stakeholders, related agencies and local interest groups ensuring on-going consultation and collaboration to ensure the continual improvement and high quality implementation of the City's delivery of high quality programs and events.

Responsible for funding development through the pursuit of alternate funding strategies i.e. grant applications, proposals, partnerships and sponsorships to support projects and programs and reduce the Corporation's reliance on the tax levy.

Participates or serves as the City's representative on advisory boards, professional organizations, and committees as designated by the Director of FMCP, Public Works Departments.

Works in accordance with provision of applicable health and safety legislation and all City of Hamilton Corporate and Departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Demonstrated knowledge of the sport, recreation and facilities industry and a high degree of competence in leading the development and implementation of community sport and recreation based initiatives normally acquired through a combination of a university degree in Sports Management, Community Development or a related field of study and progressive work experience.
2. Sound knowledge of the Canadian sport system and Major Games planning.
3. Relevant supervisory responsibility and experience in leading community development or sport tourism initiatives.
4. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented and unionized environment.
5. Demonstrated experience managing large projects, strategic and operational planning, group facilitation and community development.
6. Highly developed ability to articulate a vision to lead and inspire others.

7. Public agency or municipal/provincial grants administration, sponsorship and fundraising experience.
8. Highly developed interpersonal skills and ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
9. Strong research, analytical and problem solving skills.
10. Highly developed conflict resolution skills to deal diplomatically and constructively with conflicts developing effective resolutions while working in a politically sensitive environment.
11. Effective communicator both orally and written honed through practical experience.
12. Demonstrated ability to develop, manage and maintain operational and capital budgets.
13. Must possess a thorough knowledge and demonstrated skills in Microsoft Office XP including Word, Excel, PowerPoint, Outlook and Internet.
14. Project management training or certification would be considered an asset.
15. Must possess a Class "G" Driver's licence with provision of a vehicle for use on the job.

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