

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION- PLANT MAINTENANCE & TECHNICAL SERVICES - LOCATION – 700 WOODWARD AVE.)

### PROJECT MANAGER – HAMILTON WATER FACILITIES - CUPE 1041

#### SUMMARY OF DUTIES

Reporting to the Senior Project Manager, the Project Manager will assume accountability and responsibility for the overall development, implementation and execution of Facility Programs associated with the water and wastewater treatment facilities and outstations.

The Project Manager shall be responsible for the provision of all technical and non-technical services required to maintain the building structure and envelope including but not limited to interior elements, grounds maintenance, custodial services, and to operate all environmental (HVAC) systems, in accordance with the prevailing codes, regulations, laws and bylaws.

The Project Manager is accountable for ensuring that project management services and construction activities are delivered through the effective and efficient use of financial and staff resources with due consideration to the identification and control of project scope, schedule, cost and the management of associated risk. The Project Manager provides leadership, guidance, technical competence, innovative problem solving, and achieves results through effective teamwork.

The Project Manager uses a “best practices” approach in seeking new methods, systems, research and analysis to support continuous improvement in the delivery of facility related programs and services provided by Hamilton Water.

#### GENERAL DUTIES

Manage specific projects, programs and investigate assignments related to facility programs within Hamilton Water.

Define and document project requirements and develop the project charter, scope, deliverables, timelines, resource requirements, and identify project risks. Confirm commitment from the project sponsor, stakeholders and project team members.

Liaise with appropriate operations and maintenance staff to ensure designs are co-ordinated with maintenance and requirements. Interpret and review designs and plans, specifications and tender documents to ensure compliance with legislative and code requirements including special provisions for construction contracts including the review of construction plans with contractors.

Conduct site visits, analyze site conditions and prepare field reports. Provide contract administration on assigned projects. Ensure compliance with all health and safety requirements on construction sites.

Responsible for the development, implementation and ongoing support of the Facilities Preventative Maintenance and Compliance Programs; determination of asset classification/ identification, determination of maintenance frequency/ requirements based on industry best practices and program setup in Infor EAM (or another applicable CMMS).

Responsible for ensuring that all facilities predictive/preventative/demand maintenance and compliance programs are carried out in an efficient and effective manner.

Maintains Drinking Water Quality Management System (DWQMS), Wastewater Quality Management System (WWQMS) or Occupational Health & Safety required records in the Beyond Compliance Operating System (BCOS) as required.

Oversees work of Contractors, Consultants and Students.

Promotes teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Ensures programs are designed and delivered in compliance with City, Provincial and Federal guidelines including the obtaining of any project approvals required to proceed in a timely matter.

Prepare oral and written presentations and reports to management on the status of projects, milestone achievement, fiscal status, change and risk management. Prepare recommendations and outline preferred course of action.

Administer and monitor the budget for projects and contracts in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Conduct project evaluations. Evaluate project success and submit process improvement recommendations to the Senior Project Manager.

Delivers contract development services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Provides project management services including the management of consultants/contractors, recommending and implementing standards for work performed by consultants on facility maintenance and capital projects.

Oversees the preparation of Budgets, Terms of Reference, Request for Proposal(s) and award of contracts. Maintain professional competence in the discipline of information technology, facility design and maintenance and project management.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety. Perform other duties as assigned by the Senior Project Manager, which are directly related to normal functions of the job as defined.

## **QUALIFICATIONS**

1. Demonstrated competence in project management, facility maintenance and construction, normally acquired through a degree or diploma in engineering, facility management, or related discipline, or equivalent combination of education and work-related experience.
2. Excellent written and verbal communication skills, facilitation and presentation skills, a team leader and possessing highly developed negotiation and conflict resolution skills.
3. Progressive experience in project management experience, preferably in a unionized municipal environment.
4. Membership with the Professional Engineers of Ontario or eligible for certification or membership with the Ontario Association of Certified Engineering Technicians and Technologists preferred.
5. Project Management Professional (PMP) designation is an asset.
6. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.

7. Possess a demonstrated record of leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and be committed to results.
8. Demonstrated ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem-resolution.
9. Possesses a high level of personal integrity with a demonstrated record of supervisory experience providing work direction related to project delivery.
10. Thorough knowledge and understanding of statuses, regulations and by-laws affecting the department/section.
11. Extensive knowledge of building operations and maintenance including predictive/preventative/demand maintenance gained through practical experience. Thorough knowledge of relevant Legislation and Regulations including, but not limited to the Ontario Building Code, TSSA Act and Regulations, the Ontario Electrical Safety Code AODA and Health and Safety Act.
12. Demonstrated knowledge of construction procedures with a background in field techniques and modern construction and construction document practices.
13. Experience with asset management theories, practices and trends regarding municipal infrastructure project prioritization, budgeting and project process flow.
14. Working knowledge of CMMS systems is required and experience with Infor EAM in particular, is preferred.
15. Must possess thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project and web-based applications an asset.
16. Must be able to travel to various work locations in a timely and efficient manner. Required to possess a Class "G" or better Driver's License valid in the province of Ontario and be able to maintain same.
17. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and general public.
18. Proven knowledge of engineering and project management theories, practices and trends to manage contracts and projects, including reviewing, approving and implementing work plans and project budgets as well as in tendering processes.
19. Demonstrated ability to read and understand blueprints, including process schematics, mechanical, structural and electrical drawings.