

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT SENIOR PROJECT MANAGER – WASTE PROGRAMMING AND COMPLIANCE

SUMMARY OF DUTIES

Reporting to the Manager of Waste Policy and Planning provides leadership to a multi-functional work force engaged in the delivery of short-, medium- and long-term waste management planning, policy and program development and support as required. Recommends, implements, analyses and reports on improvement strategies, legislative and corporate compliance initiatives, and other tasks and strategies in the delivery of programs and services to meet mandated goals and objectives and legislative requirements.

GENERAL DUTIES

Participates in the development and evaluation of related waste management programs to improve effectiveness and efficiency. Implements new/revised strategies, policies/procedures and monitors outcomes. Recommends and implements performance standards. Leads the design and coordination of waste programs such as waste composition studies (audits) resulting in meaningful data.

Analyzes and identifies how completed/existing operations/services/programs compare to established best practice benchmarks related to services, financial and administration standards. Recommends changes to programs and services based on comparative benchmark data.

Provides day-to-day leadership, coaching, motivation and direction to direct reports/contractors/consultants including scheduling, coordination, supervision and guidance as appropriate. Develops and empowers staff through delegation of responsibilities and accountabilities, through regular coaching and feedback, including performance appraisals, and by providing development opportunities and technical direction as appropriate.

Provides leadership in the development of program planning including selection of strategic planning processes, identifying key strategic issues, strategic plan development, and monitoring to ensure strategic plan(s) is/are being executed. Ability to recognize short term continuous improvement opportunities and to adjust plans/programs as required.

Prepares procurement documents such as Requests for Tenders and Requests for Proposals including specifications and terms of reference, researching and overseeing the collection of data and reviewing/commenting on consultants' reports and recommendations.

Leads process for reviewing and commenting on development applications on behalf of the Division.

Oversees the validation of waste tonnage data and maintaining the integrity of data throughout the system, including through data collection hardware and software.

Accounts for applicable legislative and environmental compliance programs which could include inspections on Waste processing facilities, i.e. transfer stations, Central Composting Facility (CCF), being completed as part of the Division's program to comply with Environmental Compliance Agreements.

Participates in the development and implementation of work plans that includes goals, objectives and performance indicators.

Researches and analyzes pertinent issues, develops policy or makes recommendations for appropriate action.

Receive and answer inquiries from the public, other City departments, outside agencies, other governments, consultants, contractors and vendors.

Liaise with other City departments and external agencies such as the Ministry of Environment and Climate Change, neighbouring Municipalities, waste management industry organizations and stakeholder groups. Participates and represents the City on working groups of Industry associations as applicable.

Act as staff liaison to the Waste Management Sub-Committee and/or other committees as applicable.

Assists with the preparation and monitoring of the annual operating and capital budget for the area of responsibility.

Writes reports and/or articles, prepare and deliver presentations, facilitate meetings, and compose correspondence related to major responsibilities.

Manages contracts and projects as assigned.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required.

Monitors amendments to legislation, regulations and trends in the profession/industry. Interprets and ensures compliance with municipal and departmental policies and procedures and various specific by-laws as they relate to waste management programs and services.

Acts as the Manager of Waste Policy and in his/her absence and attends committee and other meetings as assigned. Prepares and presents related reports and presentations as required.

Works 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.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of Waste Management normally acquired through a post-secondary degree/diploma in a related discipline and/or a combination of education and progressive work-related experience. Must excel at planning, organizing, and implementing projects.
2. Demonstrated expertise in Waste Management planning, policy / program development and evaluation, and project management theories, practices and trends to manage operational tasks, including reviewing, approving and implementing work plans.
3. Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the Division (e.g. acts/regulations including but not limited to the Environmental Protection Act, Waste Free Ontario Act, Municipal Act, and Occupational Health & Safety Act).
4. Possess a demonstrated record of performance, leadership, diplomacy, technical competence, customer focus, innovation/creativity, team advocacy and commitment to results and will be an excellent communicator.
5. Demonstrated financial management skills including the development, implementation and monitoring of budgets.
6. Highly effective facilitation, communication, presentation, conceptual problem-solving, interpersonal and organizational skills, with the ability to multi-task and adopt quickly to change.

7. Demonstrated experience and ability to lead or participate in cross-functional teams, foster cooperative and collaborative working relationships and to take multi-partner projects to successful completion.
8. Possess excellent public relations capabilities with a demonstrated ability to convey issues and concepts in a convincing manner, and to lead and participate on diverse teams.
9. Must have a proven record of technical competence, customer focus, innovation and creativity, team advocacy, delegation and empowerment and be committed to results.
10. Demonstrated ability and experience in managing a multi-disciplinary staff in a unionized, results oriented, customer-service focused environment. Highly developed ability to lead and inspire others. Experience and ability to inspire staff to meet their goals, mentor and coach for improvement.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, community groups/associations/organizations, peers, staff and the general public.
12. Must possess a valid Class "G" Driver's Licence with provision of a vehicle by the applicant for use on the job. Must be able to work fluctuating hours while supporting the operating program.
13. Strong conflict resolution, decision making and problem solving skills.
14. Working knowledge of computer software applications such as Microsoft Office, Hansen, or equivalent.

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