

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CAPITAL PLANNING AND IMPLEMENTATION DIVISION – SURVEY & TECHNICAL SERVICES – LOCATION – 77 JAMES ST., N., SUITE 320)

PROJECT MANAGER TECHNICAL SERVICES – CUPE 1041

SUMMARY OF DUTIES

The Project Manager, Technical services is accountable to the Senior Project Manager, Technical Services, Geomatics for ensuring the program is delivered in accordance with City and provincial standards with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

The Project Manager will develop the deployment plan for permitting, road restoration and other Right of Way (ROW) based permitting programs using ESRI CityWorks Develops project scheduling for production in consultation with the Senior Project Manager. The Project Manager will ensure that projects are prepared according to the approved schedule.

The Project Manager will have a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.

GENERAL DUTIES

Assumes a functional lead in the role of developing and deploying GIS / Permitting / Work Ordering and CAD/Engineering systems within Geomatics and Corridor Management section and plays a larger role in assisting other Public Works sections in deploying CAD/Engineering systems.

Assumes leadership role in integrating and deploying the ESRI CityWorks management environment through understanding of best practices, integration of data and understanding of Public Works business processes.

Assumes leadership role in integrating GIS data sets into the CityWorks / CAD/Engineering environment through understanding of best practices, integration of data and understanding of Public Works business processes.

Assists in acquiring mapping data from separate sources including contract preparation, coordination with Utility corporations, Provincial agencies (Teranet, MNR, etc) and other providers. The Project Manager will best position the Corporation to fulfill its mandate by making available the highest quality data through a variety of sources.

Provides guidance and assumes responsibility for the further development of work order management, One Call locate request, Call and Complaint management, integration of development records and capital projects. This includes system development, coordination of contract staff and internal development staff.

Provides functional guidance on engineering and utility related systems for the department.

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 major responsibilities of the job.

QUALIFICATIONS

1. Graduation from a recognized Community College with a GIS related, or systems management Diploma, or demonstration of relevant experience related to the duties described with considerable work experience.

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2. Significant experience in different types of GIS systems, including control networks, engineering, legal, and aerial mapping.
3. Expert in manipulation and interpretation of GIS and mapping digital data and extensive experience in a computerized environment.
4. Must be able to demonstrate relevant experience related to the duties described, gained through considerable work experience.
5. Knowledge of state-of-the-art database, graphics and engineering systems
6. Knowledge of project management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
7. Expert in ESRI, GIS, and familiar with MicroStation.
8. Demonstrated knowledge in other GIS applications, Microsoft Office software and advanced database abilities.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
14. Knowledge of collective bargaining process.
15. Must possess valid Class "G" drivers licence and the use of a vehicle.

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