

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **(HAMILTON WATER DIVISION – WATER & WASTEWATER OPERATIONS – PLANT MAINTENANCE AND TECHNICAL SERVICES - LOCATION – 700 WOODWARD AVENUE )**

### **SENIOR PROJECT MANAGER, CAPITAL AND TECHNICAL SERVICES**

#### **SUMMARY OF DUTIES**

Reporting to the Manager of Plant Maintenance & Technical Services (PMATS) the Senior Project Manager, Capital & Technical Services will assume accountability and responsibility for the overall management and coordination of process improvement projects and multi-year facilities service contracts, in support of the City's water and wastewater treatment facilities and associated outstations including monitoring and reporting on contractor activities and ensuring compliance with contract and legislative requirements.

Leads and participates in multi-disciplinary teams, representing an engaged workforce by delivering sensational services to the public and internal clients in alignment with our corporate culture pillars.

Develops and delivers quality customer focused services in a timely and cost effective manner, using a "best practices" approach; ensuring that contracts and projects are delivered in accordance with legislative requirements, City and Provincial guidelines through effective use of financial and staffing resources.

Researches and participates in Plant Maintenance & Technical Services planning and development of strategic initiatives and capital budget.

Coordinates and reports on the Technical Services group services, financial, administrative and staff performance against established benchmarks by implementing strategies to improve effectiveness and efficiency within the Section.

Assist the Manager in developing agendas and participates in sectional and divisional meetings.

#### **GENERAL DUTIES**

The Senior Project Manager oversees and/or leads projects and service contracts as directed by the PMATS Manager. The Senior Project Manager will:

Assume lead accountability and responsibility for the delivery of projects and service contracts by monitoring the overall progress of major program initiatives and ensuring service quality, cost effective, timely service delivery and legislative compliance.

Provide creative leadership and direction while promoting teamwork and integration between multi-disciplinary teams comprised of internal and external staff participating in cross-functional initiatives.

Participate in the development and implementation of the Section work plans that includes goals, objectives and performance indicators for organizational units, and monitors and prepare reports and other documentation as required.

Oversee required service, maintenance and capital work programs and all associated tasks including but not limited to, budgeting, conceptual design, preliminary design, regulation approvals, design, construction and commissioning.

Ensure projects are managed in compliance with City, Provincial and Federal guidelines and standards including the necessary monitoring, analysis, reporting and follow up of all aspects of the works in a timely manner, with minimal disruption to clients and the public.

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

Assist with the preparation of capital budget, monitor and control operating and capital expenses for assigned projects and contracts

Oversee the preparation of projects procurement documents, and award of contracts as well as approval of change orders, payment certificate, bonds, insurance and all associated financial requirements related to the implementation and support of various projects and service contracts following specific City procedures as required.

Monitor work performed by contractors, service providers and consultants, arbitrate problem areas and alter/negotiate amount payable for services rendered. Approves invoices for payment. Recommends contract extensions or terminations.

Provide research and analysis on pertinent issues, develop policy or make recommendations for appropriate action to the Manager.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency and ensure that Section, Division and Department objectives are accomplished.

Participate in labour relations matters by attending interviews/meetings as required.

Provide supervision and direction to subordinate staff, including recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills.

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

Maintain an understanding of industry standards and City operating guidelines, including standards defined in provincial regulations in consideration of the operational requirements for the Division.

Liaise with the general public, elected officials, other municipalities, consultants, developers and other levels of government on issues relating to the direct responsibilities of this position.

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 that are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Proven knowledge of applicable theories, design principles, best practices and trends pertaining to project delivery in water and wastewater normally acquired by attaining an accredited Engineering degree at a recognized University or a diploma from an accredited Community College program in Engineering Technology, Electrical, Mechanical or Civil Engineering.
2. Proven knowledge, experience and proficiency in project management of upgrades for complex Water/Wastewater treatment facilities. Demonstrated knowledge in areas of Industrial Plant, Facility's, SCADA and Security Systems is an asset.
3. Previous project management experience related to implementing projects including preparation of contract specifications, tender documentation/award, project administration, management of consultants/contractors and enforcement of relevant standards.
4. Previous demonstrated experience leading, managing and supervising staff in a predominately unionized environment. Proven highly developed ability to articulate a vision to lead and inspire others. Will set above average standards and will lead by example acting as mentor to PMATS staff.
5. Member of the Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario preferred.
6. Demonstrated experience of performance measurement and continuous improvement processes in a municipal environment preferred.

7. Must be self-motivated and capable of working independently and as part of a team. Must excel at planning, organizing, and implementing projects.
8. Demonstrated financial management skills and experience including the development, management, implementation and monitoring of budgets.
9. Thorough knowledge and understanding of statutes, regulations, and by-laws affecting construction projects and service contracts on a water & wastewater distribution, collection and treatment system. (e.g. acts/regulations including but not limited to the Environmental Protection Act, Municipal Act, and Occupational Health & Safety Act).
10. Highly effective leadership, facilitation, communication, presentation, conceptual problem-solving, interpersonal and organizational skills, with the ability to multi-task and adopt quickly to change.
11. The Senior Project Manager will possess a demonstrated record of performance, diplomacy, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to excellence.
12. 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.
13. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
14. Knowledge of collective bargaining process.
15. Knowledge of Sectional programs and services; the City's role, function, legislative and policy framework; and current issues affecting local government with an understanding of public sector management accountability framework.
16. Working knowledge of Microsoft Office and MS Project is required. Knowledge of and/or experience with SQL, SharePoint, SCADA, CMMS is an asset.
17. Excellent written and verbal communication skills and a demonstrated ability to convey issues and concepts in a convincing manner.
18. Possess excellent public relations, report writing, and presentation skills and demonstrate the ability to lead and participate on diverse teams.
19. Proven ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
20. Demonstrated ability to maintain confidentiality, exercise good judgment and discretion in dealing with politically sensitive and labour relations matters.