

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### HAMILTON WATER - PLANT MAINTENANCE AND TECHNICAL SERVICES – 700 WOODWARD

### TECHNOLOGIST, PLANT MAINTENANCE AND TECHNICAL SERVICES – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager of Plant Maintenance and Technical Services as an integral part to the PMATS (Plant Maintenance and Technical Services) Team, providing recommendations for the continuous improvement in supporting the trades and the project management process.

This highly motivated individual assist and provides support to the leadership team with sectional projects, including arranging implementation of internal improvement project activities within defined borders and timelines, as well as preparing and be responsible for sectional documentation.

The successful applicant is accountable for achieving departmental sectional goals and objectives through the effective and efficient use of PMATS resources; uses a “best practices” and analytical approach to develop and deliver quality services in a timely and cost effective manner; recommends and implements strategies to improve effectiveness and efficiency within the PMATS section.

#### GENERAL DUTIES

Recommends, coordinates and implements strategies to improve effectiveness and efficiency of projects and day-to-day tasks within the section.

Collaborate with Superintendents, Senior Project Managers, Project Managers and Manager to plan, organize, schedule and monitor PMATS works.

Collects, analyses, evaluates and interprets data/information, reports on findings.

Assists the Delivery internal services by providing support to supervisory and management team by identifying improvement oriented initiatives and undertaking internal projects.

Assist in conducting process audits to sectional documents and identify opportunities for performance improvement throughout the entire section functions.

Assist in the preparing presentations, plan of meetings, run working sessions and compose correspondence related to major responsibilities.

Assist in statistical analysis to identify performance trends and identify recommendations for project opportunities/enhanced services based on verified data testing.

Coordinates and assist the management of PMATS programs, including providing reports, financial analysis, assisting with budget preparation and review.

Participates in multi-disciplinary teams and represents the section on committees and project teams as directed.

Consult with co-workers, contractors and other departments with intent to exchange information and assist on obtaining information pertaining to PAMTS.

Perform field verification trips for spot inspection checks of supplied infrastructure information.

Participate in review of expansion/construction activities and evaluates new equipment or process enhancements.

Develop new plans of action and review the operational feasibility of plans proposed by others.

Monitor work performed by contractors, arbitrate problem areas, and alter/negotiate amount payable for services rendered. Approve invoices for payment. Recommend contract extensions or terminations.

Review plans as prepared by internal staff or engineering consultants for accuracy/approval.

Inspect projects for compliance with drawings and specifications. Investigate as-built field conditions.

Participate in substantial completion reviews. Receive, investigate, and resolve construction complaints.

Assist in project management and administration by implementing Excel reports, bar and line charts, and Gant charts. Review and recommend payment of invoices.

Maintain project data files, preliminary designs, shop drawings, schematics and approvals.

Respond to inquiries from staff, the general public, elected officials, contractors and suppliers.

Compile information for reports and public presentations.

Represent the City at various meetings with the contractor/operator, consultants and Ministry of Environment and Energy representatives.

Review and evaluate consultants' proposals and monitors engineering assignment progress. Recommend payment to consultants.

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.

Use problem solving process and techniques to identify and propose root causes and effects.

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

### **QUALIFICATIONS**

1. Proven demonstrated knowledge of the practices and theories of water and wastewater treatment operation processes normally acquired by obtaining a degree in Mechanical, Electrical Chemical, Industrial, Process Automation or Environmental Engineering.
2. A member of the Association of Professional Engineering P.Eng certification preferred or Certified Engineering Technicians and Technologists (OACETT),.
3. Extensive knowledge of engineering and project management theories practices and trends.
4. Project/field experience supporting activities such as construction sequencing, transition planning, and execution, operational coordination/readiness, failure scenario testing, Factory/Site Acceptance Testing & controls optimization.
5. Read and interpreting engineering drawings (P&IDs, Electrical, Mechanical, Civil etc.) and accompanying technical documents (Process Control Narratives, Tech Memos, Specifications, Datasheets, Installation & Operation Manuals, etc.) in order to support project and process improvements, as well as long-term O&M efforts pertaining to maintenance systems.
6. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.

7. Demonstrated relevant experience, troubleshooting and performing maintenances activities in (SCADA, Instrumentation , Electrical, Mechanical) gained through progressive work experience in Water/Wastewater industry.
8. Must have advance computer skills in a Microsoft Office Environment (Word, Excel, PowerPoint). Capable of compiling, calculating interpreting and trending data for parameters related to the Section.
9. Experience in creating, formatting and maintaining complex reports and spreadsheets, including the use of manual and computerized filing systems.
10. Proficient in one or more programming languages (Java, C++, Python, PHP, SQL, etc.), Solid understanding of data structures, coding standards, best practices, software design, architecture.
11. Working and implementing industry related computer software applications and data services in an enterprise environment (SCADA and CMMS Infor & SharePoint ) considered an asset.
12. Proven organizational, planning and multitasking skills and strong attention to details with the ability to manage multiple assignments
13. Demonstrated financial management skills including the development, implementation and monitoring of budgets
14. Able to co-ordinate and relate well with professionals and non-professionals within and outside the organization
15. Possesses a high level of personal integrity and is a highly motivated team player with excellent customer service and interpersonal skills, able to respect and deal with highly confidential and sensitive issues.
16. Has a demonstrated record of leadership and guidance, innovation/creativity, team advocacy and is a result oriented professional
17. Must possess excellent communications skills, including the writing of letter and reports
18. Thorough knowledge and understanding of corporate policies affecting the department/section
19. Ability to work outside regular business hours, as required
20. Must possess a valid Class "G" Driver's Licence.

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

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