

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – WATERSHED MANAGEMENT - LOCATION - 100 KING ST. W., 9th FLOOR)

PROJECT MANAGER – WATERSHED MANAGEMENT - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Watershed Management, the Project Manager – Watershed Management, will assume accountability and responsibility for the overall development, implementation and execution of projects related to watershed management. Provides leadership in the development and management of engineering and financial studies, liaises with consultants, oversees budgets and provides direction to subordinate staff in a multi-function workforce engaged in watershed management.

Using a “best practice” approach, ensures that watershed planning, and engineering activities are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

Aids in the preparation of sectional reports related to services, financial, administration and staff performance.

Prepares and makes presentations to staff and external agencies, coordinates and attends meetings, is the City’s representative liaising with external parties.

Demonstrates qualities in leadership, customer focus, innovation and creativity, team engagement and technical competence. In addition, the Project Manager is responsible for investigating and recommending new procedures for improving the section’s technical performance.

The Project Manager possesses a high level of personal integrity and is an excellent communicator.

GENERAL DUTIES

Assume the day-to-day responsibilities for the development and maintenance of a watershed management program to ensure service quality, cost effective and timely service delivery in accordance with City and Provincial policies.

Act as the Project Manager on watershed management related projects such as Watershed Studies and Class Environmental Assessments. Responsibilities include the development of project scope, assigning resources to the project, managing the projects scope, schedule and budget and ensuring the engagement of all stakeholders through the course of the assignment. In some cases, the Project Manager will direct and oversee consultant assignments including the preparation of terms of reference, overseeing the collection and dissemination of data and reviewing/commenting on consultant submissions.

Utilize information contained in various reports, records and historic files, the Project Manager – Watershed Management will formulate business cases for short and long term watershed improvements to support the annual capital budgeting process.

Participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental issues utilizing watershed planning expertise.

Other duties will include:

Participate on various Corporate and external committees as required.

Prepare for and participate in public consultation activities and events related to Watershed projects.

Identification and evaluation of procedures to assist in the completion of Watershed planning and engineering activities.

Liaise with external agencies such as Ministry of Environment, Conservation Authorities and other Provincial and Federal agencies and stakeholder groups.

Support and coordinate scientific studies and initiatives undertaken by academia and in partnership with the City. Approve and coordinate funding for studies and initiatives undertaken by academia.

Take the lead in coordinating and managing funding programs including identifying funding opportunities, preparing funding applications, scheduling and completing all of the reporting, auditing, communications and payment certificate activities required under these funding programs.

Receive and respond to inquiries of a technical nature from public, staff from other departments, municipal and government agencies, following consultation with the Director, Watershed Management.

Prepare reports and correspondence related to Watershed Management and/or financial issues.

Direct and supervise technicians/technologists and support staff as required on a project specific basis.

Participate in long term watershed management plans.

Prepare and present projects related issues.

Participate in the preparation of departmental current budgets.

Develop council reports and presentations.

Coordinate and oversee watershed field work, data collection and studies.

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

QUALIFICATIONS

1. Demonstrated knowledge of watershed management theories and practices and trends related to Water and Wastewater infrastructure normally acquired by obtaining a degree in Civil Engineering and/or Environmental Science or an equivalent combination of relevant education and relevant work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Demonstrated experience related to project management of infrastructure investigation and construction projects, preferably in a municipal environment.
4. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act, Environmental Protection Act, Infrastructure for Jobs and Prosperity Act, the Ontario Water Resources Act and the regulations associated with those acts.
5. Extensive knowledge of water and wastewater infrastructure systems specifically with respect to their influence on natural waterways.
6. Effective facilitation, communication, presentation, interpersonal and organizational skills.

7. Demonstrated ability to effectively manage and/or work with a multi-disciplinary staff, in a results oriented and predominantly unionized environment.
8. Experienced in designing and delivering customer focused programs and services.
9. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Strong working knowledge of computer database software and the Microsoft Office suite of software including Access, Word and Excel. Knowledge and experience with GeoMedia / GIS., Infor (Hansen) CMMS and SCADA software would be an asset.
11. Must hold a valid Class "G" driver's license and have a satisfactory driving record.

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