

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – GEOMATICS AND CORRIDOR MANAGEMENT – LOCATION - 100 KING ST W, 2nd FLOOR)

PROJECT MANAGER, SPECIAL UTILITY PROGRAM – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Corridor Management, under the Manager of Geomatics & Corridor Management, the Project Manager, will manage the approval of all permit applications for the Special Utilities Program from the initiation phase of the permit to the closing while constantly monitoring and controlling the process. The Project Manager will work with internal and external agencies, bodies and committees to manage and coordinate activity within Special Utilities Programs.

Provides creative leadership to staff, in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promotes a service-oriented culture and focus within the Section.

Promotes teamwork and integration within the Geomatics & Corridor Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

The Project Manager will be accountable for ensuring the execution all aspect of permit application for Special Utilities Programs are completed on schedule and within scope. Accountable for establishing and achieving program goals and objectives through the effective and efficient use of financial and staff resources. Using a “best practices” approach, develops and delivers quality services in a timely and cost effective manner.

Evaluates and reports on the Special Utilities Program including financial, permit stage status, customer inquiries, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and lead by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and be results oriented.

Possesses a high level of personal integrity and be an excellent communicator.

GENERAL DUTIES

You will assume accountability and responsibility for the approval, management and tracking of the Special Utilities Program municipal consent applications, providing municipal consents and coordination of projects with gas, telecommunications, hydro, cable companies and other public and private utility installations. You will ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major program initiatives and policies.

The Project Manager is accountable to the Senior Project Manager for ensuring that the Special Utilities Program is consistent with the City of Hamilton Mission and Vision.

Assist in developing policies and strategies related to Special Utilities Program in coordination with Surface, Subsurface Infrastructure and City Capital Programming. Make recommendations to the Manager on project priorities, means of resourcing and related cost implications.

Coordinate directly with the Design and Construction Sections of Engineering Services to align capital programming from external Utility companies and to ensure timely response to Special Utilities Program requirements.

Initiate and direct the investigation and/or evaluation of new technologies related to utility infrastructure, including the

development of research agreements with research institutes.

Promote teamwork and integration within the Geomatics & Corridor Management Section, with other Divisions, with other Departments

Develop and empower staff through delegation of responsibilities and accountabilities through regular feedback, and by providing development opportunities and technical direction.

Respond to issues and queries raised by Council as channelled through the SPM, Manager and if required the Director.

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

QUALIFICATIONS

1. Proven knowledge of ROW management theories, practices and trends related to Utility infrastructure normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and work related experience.
2. Previous knowledge and experience related to management of utility, water and wastewater infrastructure.
3. Extensive knowledge of utility and water/wastewater infrastructure systems specifically with respect to existing conditions, required legislative separations, installation methods and materials.
4. Knowledge and experience in development and implementation of subsurface infrastructure programs and construction techniques as they relate to long-term capital budgets and investments.
5. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
6. Knowledge and experience in capital project design, approval and budgeting with respect to coordination of surface and subsurface infrastructure.
7. Knowledge and/or experience with Road and Bridge infrastructure management is an asset.
8. Strong working knowledge of CAD systems, computer database software applications and Microsoft products such as Access, Word and Excel. Knowledge and/or experience with ESRI/GIS, Hansen applications would be an asset.
9. Demonstrated ability in the area of infrastructure management through the use of information systems.
10. Ability to mentor subordinate staff.
11. Ability to provide technical direction to sub-staff.
12. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
13. Demonstrated ability to effectively direct a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
14. Highly developed analytical and planning skills with a proven track record for project co-ordination.
15. Experienced in designing and delivering customer focused programs and services.

16. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
17. Knowledge of application of project management tools and best practices as endorsed by the Project Management Institute (PMI) or equivalent.
18. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section.
19. May require the use of personal vehicle.
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.