

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

### (ENGINEERING DIVISION – INFRASTRUCTURE RENEWAL SECTION - LOCATION – 100 KING ST. W.)

### SENIOR PROJECT MANAGER, INFRASTRUCTURE PROGRAMMING BRIDGES & STRUCTURES

#### SUMMARY OF DUTIES

Reporting to the Manager, Infrastructure Renewal, the Senior Project Manager, Infrastructure Programming, Bridges & Structures provides leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends policy and improvement strategies in the delivery of bridges and structures infrastructure services to meet mandated goals and objectives.

Accountable for ensuring that bridges and structures (including bridges, escarpment crossings, retaining walls, and structural culverts) infrastructure programming and management activities, condition assessment and long-term programming of the structures program are delivered in accordance with established guidelines through the effective and efficient use of resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost effective manner. Instils a customer services focus in the Section.

Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

#### RESPONSIBILITIES

You will assume the day-to-day Project Management responsibilities for the Infrastructure Renewal Section, ensuring that the needs of the residents and businesses of the City of Hamilton are met and regularly exceeded, and that these elements are delivered in a timely and cost effective manner in accordance with City and Provincial policies.

You will assume responsibility for the development of accepted Project Management practices for Infrastructure Programming within the Division.

The Senior Project Manager is accountable to the Manager, Infrastructure Renewal for ensuring the programming of the Bridges and Structures Infrastructure Capital Program within the Structures 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.

#### GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Monitor the progress of comprehensive, interdependent infrastructure programming and infrastructure management initiatives as they pertain to project and asset management. Ensure balanced delivery of service/price/quality resources in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Develop policies and procedures for improved stewardship and accountability, risk management and financial efficiency for the City's bridges and structures capital programs. Results oriented and persistent in ensuring objectives are accomplished.

Prepare and recommend three year detailed and four to twenty year long-range strategic capital budgets for bridges and structures initiatives required for the sustained, integrated operation and management of the Public Works Department. Ensure all requirements of a capital project (i.e. land acquisition, environmental assessment, project scope, etc.) have been met to enable the construction to take place in the year forecast.

Prepare and recommend management systems for infrastructure programming and management as they pertain to bridges and structures initiatives required for the sustained, integrated operation and management of the Public Works Department. Recommend changes to corporate policies identifying economic, financial and risk impacts. Recommend changes to procedures identifying technical, economic, risk and financial impacts.

Prepare or review, as required, technical reports arising out of this area of responsibility for presentation to various committees of the City. Participate in infrastructure benchmarking programs as they pertain to infrastructure programming and management.

Prepare and develop continuous updates for the City's State of the Infrastructure reports, asset manual and overall asset management plan.

Participate and as required act as spokesperson in discussions/presentations on the topic of infrastructure programming as it pertains to asset management issues. Attend various Committee/Council and public meetings as required.

Liaise with the Ministry of Environment (M.O.E.), Ministry of Transportation (M.T.O.), rail authorities, and other agencies, as well as professional associations regarding infrastructure asset management programming strategies as required.

Empower and develop reporting staff to perform their work in an independent manner.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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 responsibilities of the position.

## **QUALIFICATIONS**

1. Extensive demonstrated knowledge of engineering practices and theories normally acquired by successfully completing a relevant university degree (i.e. civil engineering) and proven relevant bridge and municipal structures work experience.
2. Registered as a Professional Engineer in the Province of Ontario - required.
3. Extensive knowledge of capital programming and budgeting.
4. Extensive knowledge of engineering and asset management theories practices and trends to implement and continuously improve an asset management plan for the City Of Hamilton.
5. Experience in the implementation of large scale bridge and municipal structures infrastructure capital programs and initiatives.
6. Experience in the development of municipal State of the Infrastructure reporting tools and /or the development of municipal infrastructure policies.

7. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.
8. Experience in the implementation and use of Infrastructure Management Systems.
9. Highly developed ability to articulate a vision to lead and inspire others.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
12. Experienced in designing and delivering customer focused programs and services.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
15. Knowledge of collective bargaining process.
16. Working knowledge of computer software applications.

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

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