

# CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**GENERAL MANAGER'S OFFICE**  
**LOCATION – 77 JAMES STREET NORTH**

**SENIOR PROJECT MANAGER, SUSTAINABILITY**

**SUMMARY OF DUTIES**

Reporting to the Manager of Strategy, Continuous Improvement and Quality in the General Manager's Office, the Senior Project Manager Sustainability is responsible for coordinating strategic and tactical related activities across all of Public Works related to Sustainability and inclusive of Climate Change and Social Value. This position shares the philosophy and strategies of sustainability, providing decision-making support and rationale for Public Works employees to take steps towards sustainability in their work, and will also coordinate initiatives related to the Indigenous portfolio. This position will also be responsible for administering the Department's response in situations of emergency preparedness.

Accountable for developing and/or coordinating actions related to climate change for Public Works.

Coordinate plans such that strategically, Public Works is proactively addressing and developing policies and procedures to reduce Public Work's greenhouse gas and climate change impact and tactically incorporating actions into operational plans to ensure that Public Works is preparing for the effects of climate change to protect residents and critical infrastructure.

Accountable for ensuring Public Works is incorporating social value in all possible activities and strategically working to a cradle to cradle philosophy in partnership with other Departments.

Responsible for representing Public Works in activities related to the Indigenous strategy and Joint Stewardship Board. Administers emergency response and preparedness at the Departmental level including the Public Works Emergency Operation Centre.

**GENERAL DUTIES**

Provide leadership, direction and support to develop, implement, maintain and continually improve effective, integrated sustainability programs.

Coordinate the Public Works response to climate change.

Support development of climate adaptation and mitigation plans and strategies (including monitoring & evaluation) for a wide array of programs within Public Works focused on built infrastructure and the natural environment.

Coordinate all aspects of climate change vulnerability and risk assessments that consider an array of climate impacts, including air quality, water level rise, precipitation, temperature, water quality, invasive species, GHG emissions etc. Incorporate climate risk and opportunities into strategic planning.

Explore the potential long-term impacts of climate change under different scenarios, and the impact on business and policy models, economic, environmental, technological, and societal developments consistent with different decarbonization pathways; prepare mitigation strategies accordingly and consistent with a resilient and low carbon resource-efficient future.

Act as an advisor in the climate science arena, remain active in the relevant academic, scientific, and professional community through presentations and participation in relevant seminars, conferences and symposiums and other activities.

Capture opportunities using technology development, emerging platforms, and related business models in order to better prepare Public Works for climate change.

Develop targets to reduce environmental and climate impacts and increase social value.

In partnership with other Departments, advocate for Social Value in Public Works by promoting Social and Circular Procurement strategies; tracking activities and developing recommendations for effective implementation

Engage with City of Hamilton cross functional business partners and vendor partners to build capacity and consistency related to Social Value.

Coordinate Public Work's response to requirements of the Indigenous portfolio including the Indigenous Strategy, Staff Circle and Joint Stewardship Board.

Administratively lead Public Work's emergency response including the Emergency Operations Centre and emergency drill protocols in conjunction with Corporate Health & Safety.

Lead and coordinate the implementation of stakeholder engagement strategies, plans, processes, forums and channels.

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 departmental, divisional and corporate initiatives in meeting the objectives.

Coordinate the development and review of strategic briefings to the General Manager; and writes Council reports, presentations, and other documents as required.

Lead or participates in multi-disciplinary teams and represent the General Manager's Office on Corporate, Departmental, and Divisional committees and project teams as directed.

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. University degree or college diploma with an emphasis in a climate change or social value related discipline (i.e., Engineering, Business, Environmental science, Geography, Planning/Policy, etc.)
2. Considerable experience in the area of climate change, social value and hazard identification and risk assessment.
3. Demonstrated experience developing organizational policies, programs and guidance documents – pertaining to social value, vulnerability, risk assessment, resilience and adaptation.
4. Proficiency in climate change assessment and adaptation tools.
5. Demonstrated experience leading multi-disciplinary teams to address climate change related problems in a variety of sectors (i.e. water and wastewater utilities, natural systems, transportation, etc.).

6. Experience working with the public, community agencies, public organizations, and industry focusing on environmental programs, climate adaptation planning and/or social value programs.
7. Proven experience and knowledge of applicable theories, practices and trends in sustainability concepts including climate change and social value.
8. Must be self-motivated and capable of working independently and as part of a team. Must excel at planning, organizing, and implementing projects.
9. Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the Department (e.g. acts/regulations including but not limited to the Environmental Protection Act, Municipal Act, and International Trade Agreement requirements).
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. 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.
12. Will possess a demonstrated record of performance, leadership, diplomacy, technical competence, customer focus, innovation/creativity, team advocacy and commitment to results.
13. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Power Point, & Outlook), and other software programs which may be required by the Department.
14. Excellent written and verbal communication skills and a demonstrated ability to convey issues and concepts in a convincing manner.
15. Possess excellent public relations, report writing, and presentation skills and demonstrate the ability to lead and participate on diverse teams.
16. Demonstrated ability to maintain confidentiality, exercise good judgment and discretion in dealing with politically sensitive matters.
17. Ability to work outside regular business hours, as required.

As a condition of employment, the successful applicant(s) may be required to obtain a satisfactory Criminal Record and Judicial Matters Check at their own expense, prior to beginning work in this position.

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

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