

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATERFRONT DEVELOPMENT - ENGINEERING SERVICES – LOCATION – 77 JAMES ST. N.)

PROJECT MANAGER – WATERFRONT DEVELOPMENT

SUMMARY OF DUTIES

Reporting to the Manager of Waterfront Development, the Project Manager (PM) – Waterfront Development will provide guidance to consultants, project management firms, contractors and site inspectors, in a multi- functional workforce engaged in delivery and direction of services to the public, internal staff and external clients, stakeholders, and partners.

Accountable for ensuring that projects from inception to construction, including: design input and estimating, tendering, and contract administration activities are delivered in accordance with city and provincial guidelines through the effective and efficient use of financial and staff resources. Using approved protocols and a "best practices" approach, assisting in the development and delivery of quality services in a timely and cost-effective manner.

The PM is responsible for assisting in the planning, design, construction, and contract administration of waterfront related Capital Works, including but not limited to: municipal services (sewer, road and water), public spaces (parks, trails, open spaces, plazas, and pedestrian streetscapes); and, marinas/shoreline works (breakwater structures, shoreline remediation, docks and piers) through the direction of in-house staff, consultants and project management firms.

The PM shall:

- Ensure value for investments, related to the waterfront works.
- Set above average standards and lead by example. Function as a technical resource to the Senior Project Manager, staff stakeholders and partners.
- Instill a customer service focus with staff stakeholders and partners.

RESPONSIBILITIES

The PM role is responsible and accountable for assisting with the planning, design, construction and contract administration of waterfront related Capital Works including but not limited to: municipal services, public spaces, and marinas/shoreline works. The delivery of these projects shall be in accordance with municipal, provincial and federal standards with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission, Vision, Values and Goals.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Ensure that projects from inception to construction are delivered in accordance with city, provincial guidelines and federal legislative requirements through the effective and efficient use of financial and staff resources. Using approved protocols and a "best practices" approach, develop and deliver quality services in a timely and cost effective manner consistent with the City of Hamilton Mission, Vision, Values and Goals

Facilitate the planning, design, construction and contract administration of waterfront related Capital Works including but not limited to: municipal services (sewer, road and water), public spaces (parks, trails, open spaces,

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plazas, and pedestrian streetscapes); and, marinas/shoreline works (breakwater structures, shoreline remediation, docks/piers) through the direction of in-house staff, consultants and project management firms.

Assist with the preparation of scope, and cost capital project budget submissions. Assist the Senior Project Manager in preparation and monitoring of internal budgeting and preparation of budget and status update reports for Council.

Provide creative leadership and direction of services to related intra- and inter-departmental staff and external clients, stakeholders and partners. Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency and ensure that section, division, department and corporate objectives are accomplished.

Ensure co-ordination of activities on projects including but not limited to: utility work, other municipal projects, public meetings and notification, project and related waterfront stakeholders, and planned public events.

Provide project management of consultants, project management firms, or design/build firms, and establish standards for work performed through establishment of Key Performance Indicators and implementation of a performance appraisal system.

Maintain control and monitoring of projects including project stages to ensure completion within established timelines, the approved budget, and spending authority including recommending for any required budget adjustments to the Manager of Waterfront Development.

Review, engage in, and recommend updated design standards and guidelines as required.

Recommend improvement strategies in the delivery of services to meet mandated goals and objectives.

Provide related services and technical assistance to staff of Engineering Services, Public Works Divisions, other corporate staff, or stakeholders/partnership agencies that may require the Waterfront section's assistance or services. Perform other duties as assigned which are directly related to the responsibilities of the position.

Provide and encourage creative leadership and direction of services to internal staff and external clients, stakeholders and partners.

Recommend and implement procedures for, and maintain, public relations through: internal staff, external clients, stakeholders, partners, consultants, project management or design/build firms. Liaise with client groups, stakeholders, partnership agencies, , attend public meetings, and undertake presentations to obtain input on projects, or provide progress updates.

QUALIFICATIONS

1. Working knowledge of the design and construction of municipal servicing and public realm related infrastructure including approval protocols and construction management acquired through the completion of a University Degree in Civil Engineering or Landscape Architecture or completion of an Engineering Technician/Technologist Diploma; each with demonstrated relevant and progressive experience related to the duties described.
2. Membership with the Professional Engineers of Ontario, the Ontario Association of Landscape Architects, or Ontario Association of Certified Engineering Technicians and Technologists is required.
3. Demonstrated progressive experience managing municipal design and construction projects including contract administration. Preferred experience preparing and reviewing project/capital budgets, workplans, RFP documents and tender/contract documents.
4. Thorough knowledge and understanding of standards and requirements, statutes, regulations and by-laws affecting the department/section.

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5. Effective leadership, facilitation, communication, presentation, interpersonal and organizational skills and a demonstrated ability to effectively manage multi-disciplinary staff stakeholder groups, partners, consultants, project management firms, or design/build firms.
6. Ability to communicate effectively with, representatives of other levels of government, management, peers, staff and the general public.
7. Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, and be committed to results.
8. Possess a high level of personal integrity, ethics and be an excellent communicator.
9. Working knowledge of computer software applications.

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