

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(HAMILTON WATER DIVISION - LOCATION – 77 JAMES STREET NORTH SUITE 400)**

#### **DIRECTOR, WATERSHED MANAGEMENT**

#### **SUMMARY OF DUTIES**

Reporting to the Director of Hamilton Water, the Director, Watershed Management assumes lead accountability and responsibility for the planning and execution of the revitalized Remedial Action Plan for all watersheds within the City of Hamilton to meet the growing needs of the residents, stakeholders and businesses.

Responsible for the management of stakeholders such as the conservation authorities, Federal and Provincial representatives and local stakeholders in developing a remedial action plan to govern watershed management.

Accountable for the development of a memorandum of understanding for the roles and responsibilities of agencies and how data is shared amongst partners.

Accountable for the planning and capital implementation strategy for all watershed management related work in accordance with City and Provincial guidelines, policies, and regulations.

Ensure Source Water Protection Services are implemented in accordance with the Clean Water Act and associated Provincial / Federal requirements.

Recommends policies and long-range strategies in the delivery of services to meet mandated goals and objectives and mitigate associated risks.

Advise design professionals, industry, and the public on regulatory requirements. Liaise with various licensed industries as well as legal counsel, professionals, and staff of other levels of government.

Evaluates and reports on the teams financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

#### **SPECIFIC DUTIES**

Leads the development of the revised Remedial Action Plan with a focus on watershed management through the engagement of stakeholders.

Develops and implements technical policies, procedures and standards to meet the needs of the Remedial Action Plan

Develop and foster strong relations with Federal and Provincial administrative staff, Conservation Authorities, and local stakeholders such as the Royal Botanical Gardens and Environment Hamilton.

Attend public meetings to present the City's position/actions to the public, media and outside government bodies, regularly acting as the main spokesperson on Remedial Action Plan items.

Assumes accountability for Source Water Protection elements, ensuring the obligations of the City are met and the City's source water remains protected.

Responds to inquiries from the media and acts as a key spokesperson with respect to associated mandate.

Prepares capital implantation plan for the delivery of projects to meet the objectives of the Remedial Action Plan.

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

Provides leadership and direction to support staff.

Ensure compliance of Federal and Provincial Statutes and Municipal By-laws and monitor and review new legislation.

Works 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. First consideration will be given to those candidates with Post Secondary Education in an engineering related discipline with speciality in water and wastewater engineering usually obtained by attaining a Diploma or Degree in Civil Engineering (or related discipline) or an equivalent combination of education and relevant work experience.
2. Proven knowledge of water/wastewater practices, theories and trends to recommend long-term plans and policy direction for the City's water/wastewater program, services and facilities and to maintain the City's credibility while presenting technical and policy information to the public and stakeholders.
3. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big-picture thinking.
4. Highly developed ability to articulate a vision, to lead and inspire others. Highly effective leadership, facilitation, communication, interpersonal, team building and organizational skills at a senior management position in a predominantly unionized environment.
5. Knowledge of watersheds and local urban area environmental issues required.
6. Demonstrated knowledge of project management best practices required.
7. Demonstrated financial management skills developing, implementing and monitoring large scale capital budgets.
8. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development and results orientation.
9. Demonstrated ability to write clear and concise reports on technical matters to a diverse audience.
10. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough proven knowledge and understanding of statutes, regulations and by-laws affecting the division/section.
12. Proven ability to effectively negotiate complex agreements and excellent facilitation skills in order to build consensus.
13. Thorough knowledge of the Occupational Health and Safety Act and its regulations relative to the Water and Wastewater Division.
14. Working knowledge of computer software applications.

**NOTE:**

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, 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.**