

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – CAPITAL DELIVERY SECTION - LOCATION - 77 JAMES ST. N., 4TH FLOOR)

PROJECT MANAGER – INFRASTRUCTURE MANAGEMENT- CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager – Water Wastewater Infrastructure Management, the Project Manager - Infrastructure Management, will assume accountability and responsibility to aid in the development, implementation and execution of projects related to water and wastewater facility asset management. They will provide leadership in the development and management of engineering and financial studies, liaise with Consultants, oversee budgets and facilitate a multi-functional workforce engaged in water treatment and supply, and wastewater collection and treatment for the City of Hamilton.

Using a “best practice” approach, this role will ensure that Water/Wastewater asset planning and engineering activities are delivered in accordance with City and Provincial guidelines in a cost effective, efficient and timely manner developing and delivering a quality service.

The role will include preparing and making presentations to staff, external agencies, and they may coordinate and attend meetings, as the City’s representative liaising with external parties.

GENERAL DUTIES

They will assume the day-to-day responsibilities for the execution and maintenance of a Water/Wastewater facility asset management program to ensure service quality, cost effective and timely service delivery that is in accordance with City and Provincial policies.

Act as the Project Manager on facility asset management audits and assessments including the development of project scope, assigning resources to the project, managing the projects scope, schedule and budget and ensuring the engagement of all stakeholders through the course of the assignment. In some cases, the Project Manager will direct and oversee consultant assignments including the preparation of terms of reference, overseeing the collection and dissemination of data and reviewing/commenting on consultant submissions.

Utilizing condition, risk and lifecycle facility asset information contained in various reports, records and historic files, the Project Manager – Infrastructure Management will formulate long range plans and schedules for the inspection and maintenance of the entire Water/Wastewater facility assets portfolio. Creates prioritized capital improvement business cases to support the annual capital budgeting process.

They will participate in multi-disciplinary teams comprised of staff not only from Hamilton Water but from Public Works, other City Departments and outside agencies in order to address planning and asset management issues utilizing Water/Wastewater planning expertise.

Other duties will include:

- Participation on various Corporate and external committees as required.
- Identification and evaluation of procedures to assist in the completion of Water/Wastewater asset planning and capital delivery activities.
- Liaise with external agencies such as Ministry of Environment, Conservation and Parks (MECP) and other Provincial and Federal agencies and stakeholder groups.

- Receiving and responding to inquiries of a technical nature from public, staff from other departments, municipal and government agencies, following consultation with Senior Project Manager – Water Wastewater Infrastructure Management and/or the Manager, Capital Delivery.
- Preparation of reports and correspondence related to Water/Wastewater planning, engineering and/or financial issues.
- Direction and supervision of technicians/technologists and support staff as required on a project specific basis.
- Participates in long term water/wastewater plans.
- Preparation and presentation of projects related issues.
- Participates in the preparation of departmental current budgets.

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.

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

QUALIFICATIONS

1. Demonstrated knowledge of asset management theories and practices and trends related to Water and Wastewater infrastructure normally acquired by obtaining a degree in Civil Engineering and/or Environmental Science or an equivalent combination of relevant education and relevant work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Demonstrated experience related to project management of infrastructure investigation, preferably in a municipal environment.
4. Previous infrastructure management knowledge and experience related to water/wastewater assets.
5. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act and the Ontario Water Resources Act and the regulations associated with those acts.
6. Extensive knowledge of water and wastewater infrastructure systems specifically with respect to facility condition assessment, rehabilitation and construction.
7. Knowledge and experience in the development and implementation of a facility asset management program. Experience in the development and use of asset management software is preferred.
8. Effective facilitation, communication, presentation, interpersonal and organizational skills.
9. Demonstrated ability to effectively manage and/or work with a multi-disciplinary staff, in results oriented and predominantly unionized environment.
10. Experienced in designing and delivering customer focused programs and services.
11. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Possesses and demonstrates qualities in leadership, customer focus, innovation and creativity, team engagement and technical competence. In addition, the Project Manager is responsible assisting with investigating and recommending new procedures for improving the section's technical performance.
13. The Project Manager possesses a high level of personal integrity and is an excellent communicator.

JOB ID: A12489

14. Strong working knowledge of computer database software and the Microsoft Office suite of software including Access, Word and Excel. Knowledge and experience with GeoMedia / GIS, InforEAM and SCADA software would be an asset.

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