

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

SENIOR PROJECT MANAGER. WATER WASTEWATER INFRASTRUCTURE MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Manager of Capital Delivery, the Senior Project Manager (SPM) of Water Wastewater Infrastructure Management will assume accountability and responsibility for the overall development, implementation and execution of projects related to water and wastewater facility asset management. Recommends policy and improvement strategies in the delivery of infrastructure programs to meet mandated goals and objectives. Provides leadership in the development and management of engineering and financial studies, liaises with Consultants, oversees budgets and provides direction to subordinate staff in a multi-function workforce engaged in water treatment and supply and wastewater collection and treatment.

Prepares methods of delivering infrastructure projects in accordance with industry accepted Project Management methods. Using a “best practice” approach, ensures that Water/Wastewater planning and engineering activities align with the asset management program and are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

Aids in the preparation of sectional reports related to services, financial, administration and staff performance.

Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff. The SPM role is expected to lead a small staff team in conjunction with creating a positive and motivational environment to foster program development and continuous improvement of infrastructure programs. The SPM is expected to drive program development with support from the Manager of Capital Delivery.

RESPONSIBILITIES

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

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

Act as the Senior 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 Senior Project Manager – Water Wastewater Infrastructure Management will formulate long range plans and schedules for the inspection and maintenance of the entire Water/Wastewater facility assets portfolio. Create prioritized capital improvement business cases to support the annual capital budgeting process.

Participates and actively collaborates within 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 development, redevelopment and environmental issues utilizing Water/Wastewater planning expertise. Works with and holds staff team and consultants accountable for executing projects and tasks on timelines and budgets that have been agreed to in advance.

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 management initiatives as they pertain to 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, service delivery standards, risk management and financial efficiency for the City's capital programs. Results oriented and persistent in ensuring objectives are accomplished.

Prepare and recommend three-year detailed and 10-year long-range strategic capital budgets for Public Work Rate Budget process. Ensuring all requirements of a capital project (i.e. project scope, etc.) have been met to enable the construction to take place in the year forecast. Coordination of long-term capital planning and condition assessments for internal clients and engineering consultants.

Prepare and recommend project management systems for infrastructure programming and management as they pertain to water, wastewater, storm water, 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 with a focus on continuous program improvement.

Provide updates to internal partners for reporting purposes. Examples: the City's State of the Infrastructure reports, asset manual and overall asset management planning.

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 external 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.

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. Demonstrated knowledge of engineering and asset management practices and theories related to Water and Wastewater infrastructure normally acquired by successfully completing a relevant university degree (i.e. civil engineering) or an equivalent combination of relevant education plus progressive relevant work experience.
2. Member of or eligible for certification with, respective professional associations, i.e. Ontario Association of Certified Engineering Technicians and Technologists or registered as a Professional Engineer in the Province of Ontario - preferred.
3. Previous infrastructure management knowledge and experience related to water/wastewater assets with extensive knowledge of water and wastewater infrastructure systems specifically with respect to facility condition assessments.
4. Demonstrated experience related to project management of infrastructure investigation and construction projects, preferably in a municipal environment.

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5. 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.
6. Effective facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage and/or work with a multi-disciplinary staff, in a results oriented and predominantly unionized environment.
8. Experienced in designing and delivering customer focused programs and services.
9. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department / section.
13. Strong working knowledge of computer database software and associated skills 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.
14. 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.