

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

WASTE MANAGEMENT DIVISION – WASTE POLICY AND PLANNING SECTION - LOCATION 100

KING STREET WEST, 14th FLOOR

SENIOR PROJECT MANAGER LONG-TERM WASTE PLANNING

SUMMARY OF DUTIES

Reporting to the Manager, Waste Policy and Planning and supporting the Waste Management Division and all Sections, the Senior Project Manager of Long-Term Waste Planning is responsible for planning, strategic coordination and implementation of longer-term waste management projects within the Division.

GENERAL DUTIES

Utilizes Project Management principles and tools for projects related to longer term strategic Waste Management initiatives; researches, coordinates, recommends and implements programs for the betterment of the Division and the City.

Leads the development of Hamilton's long-term Solid Waste Management Master Plan including, scope development, procurement of services and project management of consultants.

Coordinates the completion of activities related to the transition of Hamilton's blue box program to producer responsibility.

Leads the investigation of long-term options for processing organic waste material generated from Hamilton i.e. anaerobic digestion, renewable natural gas.

Participates in the development and evaluation of related waste management programs to improve effectiveness and efficiency.

Monitors, reviews and updates the work plans relative to projects assigned.

Assists in the preparation of accurate and detailed cost analysis and estimates for existing and new waste management program initiatives in the preparation of the annual operating / capital budget as required.

Coordinates all procurement tasks relative to projects assigned; obtains cost estimates and quotes for applicable operating and capital projects.

Coordinates information gathering from all levels of government; researches and reviews funding opportunities relative to projects assigned.

Proactively educates self and the broader team relative to projects assigned; maintains a database of information related to project files and maintains access profiles for applicable stakeholders.

Leads working group discussions including presenting findings, plans, options etc. to reach consensus.

Responsible for the preparation of written or oral reports/presentations as required.

Monitors, analyzes and manages program delivery performance data relative to projects assigned to ensure that work plan objectives for program performance are achieved.

Develops and maintains current policies and procedures to ensure effective and consistent service delivery relative to changing conditions and regulations.

Utilizes Project Management and Quality Management principles and practices to establish and maintain standard operating plans and program schedules to ensure timely, effective, and efficient delivery of service programs in compliance with all applicable legislative requirements.

Conducts regular compliance audits and identifies variances and implements corrective action relative to projects assigned.

Represents the team and Section as required and working groups as assigned.

Maintains appropriate customer service to maintain a high level of integrity and professionalism in the Divisional customer relations.

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 responsibilities of the position.

QUALIFICATIONS

1. Proven demonstrated knowledge and experience of the practices and theories of Waste Management, normally acquired through a post-secondary degree/diploma in a related discipline and/or a combination of education and progressive work-related experience. Must excel at planning, organizing and implementing projects.

3. Demonstrated expertise in Waste Management planning, policy / program development and evaluation, and project management theories, practices and trends to manage operational tasks, including reviewing, approving and implementing work plans.

3. Ability to effectively communicate and interact with staff, project teams, management staff, consultants, internal and external clients, industry associations and the general public in both written and verbal form.

4. Demonstrated commitment to continuous learning to maintain current knowledge of legislation, issues, technologies and best practices related to Divisional programs and services.

6. Experience in evaluating programs and services against operational standards and budget requirements and developing recommendations for consideration.

7. Must possess initiative, good judgement, excellent interpersonal and organizational skills, demonstrated tact and professionalism. Must possess excellent writing, communication, organizational and diplomacy skills. Demonstrated ability to work independently and in a team environment

10. Working knowledge and competence in Microsoft Office (Word, Excel, PowerPoint and Outlook) and database software.

11. Experience and the ability to organize and prioritize multiple tasks/assignments in order to meet deadlines, and control/monitor financial requirements of the job.

13. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.

14. Must possess a valid Class "G" Ontario Driver's Licence and provision of a vehicle for use on the job.

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