

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – WATERSHED MANAGEMENT - LOCATION - 100 King St. W, 9TH FLOOR)

SENIOR PROJECT MANAGER – WATERSHED MANAGEMENT

SUMMARY OF DUTIES

Reporting to the Director, Watershed Management, the Senior Project Manager – Watershed Management, will Provide leadership to staff within a Business Unit facilitating a team environment that shall focus on Watershed Management initiatives for the City to fulfil its obligations under the Hamilton Harbour Remedial Action Plan. Assumes accountability and responsibility for the development, implementation and execution of projects and programs related to watershed management. 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-functional workforce engaged in watershed management activities both in the field and otherwise.

Using a “best practice” approach, ensures that watershed planning and engineering activities are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

GENERAL DUTIES

Oversees the day-to-day responsibilities for the development, operations and maintenance of a watershed management program to ensure service quality, cost effective and timely service delivery in accordance with City and Provincial policies.

Oversees the preparation of studies and reports related to the analysis of watershed management and related to the long-range planning of natural and engineered infrastructure including the development of conceptual designs and construction cost estimates. In many cases, these studies are executed as environmental assessment studies and therefore must be delivered following the Municipal Class Environmental Assessment-EA protocol.

Oversees and in some cases acts as the Project Manager on watershed management related projects including the development of project scope, assigning resources to the project, managing the project scope, schedule and budget and ensuring the engagement of all stakeholders through the course of the assignment. The Senior Project Manager will direct and oversee consultant assignments including the preparation of terms of reference, contract procurement, overseeing the collection and dissemination of data and reviewing/commenting on consultant submissions.

The Senior Project Manager is a leader to staff within their Business Unit, directing and supervising project managers, technicians/technologists and support staff as required. Leadership as a key responsibility includes mentoring staff, providing day to day guidance, direction, and performance development and management as necessary. Leadership tasks also include participation in, and contributions to the Sectional Leadership Team. Developing, monitoring and reporting Sectional key performance indicators, and related metrics is also a responsibility of the Senior Project Manager.

Utilizing information contained in various reports, records and historic files, the Senior Project Manager – Watershed Management will formulate business cases and make recommendations for short and long term watershed improvements to support the annual capital and operating budgeting process.

Practicing effective collaboration while participating on, and in some cases leading, various multi-disciplinary teams and committees comprised of members from other City Departments and outside agencies to effectively plan and implement watershed improvement projects and programs, address development/redevelopment and environmental issues, utilizing watershed planning expertise.

Job Description #: A13928

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Develops policies and procedures related to watershed management practices following Quality Management System-QMS theory/environments.

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

Prepares for and participates in public consultation activities and events related to Watershed projects.

Liaise with external agencies such as Ministry of Environment, Conservation Authorities and other Provincial and Federal agencies, regulators and stakeholder groups.

Oversees the coordination of scientific studies and initiatives undertaken by academia and in partnership with the City and allocates funding as appropriate.

Oversees the coordination and management of funding programs offered by higher levels of government, including identifying funding opportunities, preparing funding applications, scheduling and completing all of the reporting, auditing, communications and payment certificate activities required under these funding programs.

Receives and responds to inquiries of a technical nature from public, staff from other departments, municipal and government agencies, following consultation with the Director, Watershed Management.

Develops council reports and presentations and presents to council.

Coordinates and oversees watershed field work, data collection, data trending and studies.

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

QUALIFICATIONS

1. Demonstrated knowledge of watershed 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 and construction projects, preferably in a municipal environment.
4. Demonstrated knowledge of appropriate environmental legislation in the Province of Ontario, including but not limited to the Environmental Protection Act, Ontario Water Resources Act, Conservation Authorities Act and the regulations associated with those acts.
5. Extensive knowledge of water and wastewater infrastructure systems specifically with respect to their influence on natural waterways.
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.

Job Description #: A13928

8. Will demonstrate qualities in leadership, customer focus, innovation and creativity, team engagement, technical competence, possesses a high level of personal integrity and is an excellent communicator and collaborator.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to interact effectively and in collaboration with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. 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., Infor (Hansen), CMMS 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.
