

## **CITY OF HAMILTON**

### **PUBLIC WORKS DEPARTMENT**

### **GENERAL MANAGER'S OFFICE- LOCATION – 100 KING ST. W**

### **PROJECT MANAGER, CORPORATE ASSET MANAGEMENT**

#### **SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Corporate Asset Management supports strategic directions through project management of specific corporate priority projects related to asset management. The Project Manager, Corporate Asset Management is responsible to support the overall project management responsibilities associated with the Corporate implementation of an asset management program in the City.

Supports ensuring that all appropriate departments are involved in corporate projects. Represents the City on project teams as required.

The incumbent will have a demonstrated record of strong collaboration, project management, team building, self-motivation, and learning.

A high level of personal integrity and motivation, and excellent written and verbal communication skills are required.

#### **GENERAL DUTIES**

Provides project management, collaboration and facilitation skills to support the Corporate Asset Management team, City staff and stakeholders to successfully develop and implement the Corporate Asset Management Program.

Working in a variety of staff resource configurations, or working as a sole contributor, manages specific projects and assignments such as Corporate Asset Management project planning.

Develops, supports, and coordinates Corporate Asset Management projects. Leads cross-functional corporate work teams.

Demonstrated record of customer focus, innovation/creativity, team advocacy, and commitment to excellence.

Assists the Senior Project Manager, Corporate Asset Management with strategic and long-term planning activities based on research/analysis of City of Hamilton initiatives, community needs, Provincial initiatives and legislative requirements.

Collaborates with the Corporate Asset Management team by providing project management support. Including facilitating cross departmental meetings and compiling stakeholder needs to support the objectives of the Corporate Asset Management division.

As assigned by the Senior Project Manager, Corporate Asset Management supports the gathering and analysis of information from internal and external agencies and identifies best practices to support the development of the Corporate Asset Management Program.

Anticipates, identifies and manages emerging issues and challenges; identifies trends and provides support to the Senior Project Manager as required.

Provides research, analysis and prepares reports and proposals as required.

Provides support for community engagement initiatives.

Establishes effective working relationships internal and external to the organization.

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. Knowledge of project management normally acquired through the completion of a University degree or College diploma in Business Administration, Commerce, Engineering or Economics or an equivalent combination of education and relevant work experience.
2. Proven knowledge of project management principles, practices and theories in the direct delivery of strategic projects or service programs.
3. Well-developed project management skills including highly effective organizational skills.
4. Strong collaboration skills with the ability to engage multi-disciplinary teams and actively listen to ensure project objectives are met.
5. Ability to facilitate project teams, providing focus, direction and ensuring deadlines are met.
6. Knowledge of Quality and Asset Management principles would be considered an asset.
7. Green Belt certification would be considered an asset.
8. A well-developed knowledge of all City businesses, programs and services, local municipalities, provincial and federal governments.
9. Excellent verbal and written communication skills. Ability to write, develop, deliver reports and presentations.
10. Strong interpersonal skills. Demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public.
11. Working knowledge of computer software applications including Microsoft Office (Word, Excel, PowerPoint).

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

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