

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(INFRASTRUCTURE RENEWAL – ENGINEERING SERVICES DIVISION- LOCATION – 100 KING ST. W., 3RD FLOOR)

PROJECT MANAGER - CAPITAL PLANNING – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager – Infrastructure Programming & Planning, the Project Manager will work in a team environment coordinating and providing technical advice on environmental assessments, master plans, functional designs, policy development, and other matters pertaining to the planning stage of capital projects.

The Project Manager will manage consultants and/or internally undertake and implement Environmental Assessment Studies or functional design projects related to capital works projects with a focus on transportation, stormwater management, and water and wastewater infrastructure. These projects will often have an emphasis on elevated public and stakeholder engagement.

Utilizes strong communication and problem-solving skills, the position will be working with a wide variety of both internal and external stakeholders for technical projects. They will also be leading and/or participating in a number of internal coordination initiatives involving large cross-divisional and cross-departmental teams.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Assist the Senior Project Manager in the development and implementation of capital works engineering policies and procedures. This may be at a Sectional, Divisional, or Departmental level.

Provide technical and policy advice and guidance to internal departments, external agencies and public.

Responsible for investigating and recommending innovative procedures and policies for improving the section's technical performance.

Interacts with applicants and their agents on functional and detailed design development proposals, as required.

Responsible for the review and approval of development applications, including the preparation and implementation of the development agreements.

Participate in multi-disciplinary teams comprised of staff from the Public Works Department, and other City departments and outside agencies in order to address the planning and environmental needs for municipal infrastructure rehabilitation, replacement, and reconstruction projects. development, redevelopment and environmental protection issues.

Prepare Project Charters, Risk Registers, and other project management documentation for projects.

Prepare terms of reference and requests for proposals to retain technical consultants for studies and planning work.

Procure and manage consultants and/or internally undertake Environmental Assessments, functional design projects, natural heritage assessments, and other pre-design studies.

Assume accountability and responsibility for the development of capital budget programs related to Environmental Assessments and functional design projects to ensure service quality, cost effective and timely project delivery and legislative compliance.

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Support or lead the development and maintenance of engagement policies and procedures, including the creation of an Indigenous engagement policy for Municipal Class Environmental Assessments and participation in other relationship building work.

Ensure that the project expenditures are controlled and maintained within the approved budget limitations. Co-ordinate and provides comments on capital infrastructure works in the capital forecast, particularly on associated reports or assessments that relate to the Environmental Assessment Act of Ontario, natural heritage, or public/ stakeholder engagement.

Reviews and verify designs and agreements to ensure compliance with respect to City of Hamilton policy and construction requirements as well as Provincial guidelines.

Conduct field investigations to identify and assess present and future conditions relating to development proposals and other infrastructure capital projects.

Recommend the value of security and cost-sharing payments to be retained to ensure completion of the developer's obligation.

Liaise with other City departments for applications for municipal infrastructure extensions related to the Municipal Act, the Local Improvement Act, and the Development Charges Act as it impacts development proposals.

Liaise with external agencies such as: Ministry of Natural Resources and Forestry; Ministry of the Environment, Conservation and Parks; Indigenous Nations; neighbouring municipalities; Conservation Authorities; and stakeholder groups.

Receive and answer inquiries of a technical nature from Council, public, staff, other departments, and provincial government agencies.

Lead by example and function as a mentor to subordinate staff.

Write Council reports, briefing notes to senior leadership, and correspondence to provincial authorities related to major responsibilities.

Participate on various Corporate committees as required.

Makes recommendations related to Departmental Current and Capital Budgets.

Perform such other duties as may be assigned, which are directly related to the normal job function.

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.

QUALIFICATIONS

1. Must possess a university degree in Civil Engineering and/or Urban/Environmental Planning or a directly related field; demonstrated knowledge of practices and theories of Development Engineering and/or Environmental Planning/Urban Planning.
2. Registered as a Professional Engineer in the Province of Ontario and/or as a Member of the Ontario Professional Planners Institute or eligible for Full Membership of the Ontario Professional Planners Institute.
3. Demonstrated working knowledge of the Municipal Class Environmental Assessment process and the Ontario Environmental Assessment Act.
4. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development, and be an excellent communicator.

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5. Possess a demonstrated record of technical competence, team advocacy, customer focus, staff delegation and empowerment.
6. Possess highly developed ability to articulate a vision to lead and inspire others.
7. Demonstrate the ability to effectively manage a multi-disciplinary staff teams in a results-oriented environment and in a predominantly unionized environment.
8. Possess thorough knowledge and understanding of statutes, regulations and by-law affecting the department/section.
9. Possess excellent verbal, written, communication skills. Facilitation skills would be preferred.
10. Demonstrate experience in managing consultants and/or internally undertaking Class Environmental Assessments.
11. Able to work effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Able to undertake comprehensive technical studies and write technical reports.
13. Able to review, interpret and critique technical reports.
14. Possess experience in designing and delivering customer focused programs and services.
15. Possess working knowledge of relevant computer software applications such as G.I.S., Excel and MS Office.
16. Must possess a Class "G" Driver's Licence with provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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