

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
GENERAL MANAGER'S OFFICE- LOCATION – 100 KING ST. W

SENIOR PROJECT MANAGER, PROJECT CONTROLS

SUMMARY OF DUTIES

Reporting to the Director, Corporate Asset Management, supports project management responsibilities within the EAM Project. The Project Controls Manager, EAM Project is responsible for supporting the project management responsibilities associated with the Public Work's configuration and implementation of EAM. Responsible to track project progress, monitor invoices, coordinate activities related to the configuration and implementation.

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

GENERAL DUTIES

Ensure the timely and accurate recording of project/program progress and provide the information required to facilitate timely and accurate invoice reviews. Use available reporting tools to report on the Cost Performance Index (CPI), Schedule Performance Index (SPI), and other performance metrics commonly used for the monitoring and status of projects/programs

Update and maintain the Estimate at Completion (EAC).

Cultivate a thorough understanding of the applicable project/program via a critical examination of the contract provisions, scope of work, estimate, and risk profile. With this understanding, develop a Project Controls Plan (PCP) and proceed with the build out of the baseline controls and S curves.

Maintenance of the Project repository

Provides collaboration and facilitation skills to support the EAM Project and stakeholders to successfully configure and implement the EAM System.

Develops, leads, coordinates and manages aspects of the verticals' deployments. Leads cross-functional work teams and ensures alignment to the Enterprise Model.

Works in a variety of staff resource configurations, manages specific project sections such as supporting project verticals,

Support User Story development/Requirements and prioritizations in preparation for each areas configuration and deployment

Work with Change Specialist on the delivery roll out plans for each of the verticals..

Demonstrates leadership and guidance, customer focus, innovation/creativity, team advocacy, and commitment to excellence.

Provides project integration management measuring deliverable planning and performance; linking to knowledge areas such as schedule, cost/benefits, risk, scope and project change control.

Uses tools to monitor working hours, plans and expenditures in accordance with project governance.

Job Description #: A14413

Assists the EAM Project Director with project planning activities. Works with verticals to refine and groom Product Backlogs as per the hybrid project Agile/Scrum methodology being employed.

Collaborates with the various team Verticals by providing project management support to their specific deployments. Including facilitating cross departmental meetings and compiling stakeholder needs to support the project objectives.

Anticipates, identifies and manages issues and challenges and provides senior level support to the Project Director to enable informed decision making.

Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project

Assess project risks and issues and provide solutions where applicable. Maintains project Risk Log.

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. Must be PMP certified.
2. Advanced 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.
3. Proven knowledge of project management controls, principles, practices and theories in the direct delivery of strategic projects or service programs.
4. Well-developed project management skills including highly effective facilitation, presentation and organizational skills.
5. Strong collaboration skills with the ability to engage multi-disciplinary teams and actively listen to ensure project objectives are met.
6. Ability to facilitate project teams, providing focus, direction and ensuring deadlines are met.
7. Knowledge of Asset Management principles.
8. Knowledge of Agile and Scrum is desirable.
9. A well-developed knowledge of all City businesses, programs and services, local municipalities, provincial and federal governments.
10. Highly developed analytical and business planning skills.
11. Excellent verbal and written communication skills. Ability to write, develop, deliver reports and presentations.

Job Description #: A14413

12. Strong interpersonal skills. Demonstrated ability to deal effectively with elected officials, government departments, all levels of management, staff and the general public.
13. Working knowledge of computer software applications including Microsoft Office (Word, Excel, PowerPoint), Microsoft Visio and Microsoft Project.

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