

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(CORPORATE FACILITIES & ENERGY DIVISION – FACILITY PLANNING & BUSINESS SOLUTIONS -**  
**LOCATION –28 JAMES STREET NORTH -HYBRID)**

**SENIOR PROJECT MANAGER – FACILITY PLANNING SERVICES**

**SUMMARY OF DUTIES**

Reports directly to the Manager of Facility Planning & Business Solutions.

Is accountable and responsible for the Facility Planning & Property Management groups. These groups provide services internally and externally which include, but are not limited to, leading and proposing new facility space solutions, space management initiatives, space utilization, cost allocation management, event bookings, meeting room management, negotiating service level agreements, and property management services within the City's leased portfolio and Civic properties portfolio. This position is also responsible for various reporting responsibilities including Briefing Notes, Council Reports, presentations and sectional performance reporting.

Is accountable to ensure that the services are provided in accordance with City and Provincial guidelines with minimal disruption to the public and are operating in the most effective and efficient manner consistent with the City of Hamilton's By-laws, Mission, Vision and Strategic Plan.

Manages projects and initiatives that are Sectional in nature with a focus on Sectional priorities and deliverables.

Prepares and reports on the Section's services, financial, administrative, quality and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets and monitors sectional standards. Leads by example and functions as a mentor of a diverse team.

**RESPONSIBILITIES**

Assumes accountability and responsibility for the Facility Planning and Property Management team. Leads programs to ensure service quality, cost effective and timely service delivery to internal and external clients. Is also responsible to monitor the progress of major program initiatives as required.

**GENERAL DUTIES**

Provides leadership and direction to staff within the group. Promotes teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develops programs and procedures for the Facilities Planning & Business Solutions. Is results oriented and persistent in ensuring objectives are accomplished.

Monitors the teams performance to ensure optimal performance through the tracking and monitoring and reporting of benchmarking KPIs.

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Participates as required in discussions and presentations on relevant issues to Council, agencies, and the public. Attends various Committee/Council and public meetings as required.

Prepares or reviews as required, technical reports arising out of this area of responsibility for presentation to various committees of the City.

Responsible for the administration and maintenance within the Leased Portfolio and Civic Properties Portfolio including maintenance decisions, budgeting and capital planning.

Participates and/or leads various corporate committees/teams as required including staff meetings and interdepartmental committees such as Building Committees, Facility Planning Meetings and Service Level Committee Meetings.

Prepares the annual draft current budget for the group and monitors and controls expenditures. Projects expenditures and recommends changes where appropriate.

Participates in developing and implementing new or improved service delivery programs that contribute to continuous improvement for the Section.

Interprets, applies and enforces the provisions of various corporate policy changes and or functions related to workplace management and facility utilization requirements and recommends changes where appropriate.

Empowers and develops reporting staff to perform their work in an independent manner.

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 knowledge of facilities management, space management, and office accommodation practices related to optimizing space utilization, normally acquired by obtaining a post-secondary education in a related field such as architectural studies, interior space design, facility management, business administration or an equivalent combination of related education and work experience.
2. Demonstrated competencies in using AutoCAD and/or other drafting software is required including the ability to polyline drawings and changing space drawings. Demonstrated ability to read and review architectural / construction drawings, to develop test fit models and provide clients with visual space solutions. Space design expertise is considered an asset.
3. Experience with measuring and allocating space using BOMA Standard Methods of Measurement for Office (ANSI/BOMA Z65.1 -2010), Industrial Buildings: (ANSI/**BOMA** Z65.2 – 2012) and Gross Areas of Buildings (ANSI/**BOMA** Z65.3 – 2009).
4. Demonstrated technical experience using various systems software including SQL database systems, ARCHIBUS and other facilities management software with integrated workplace management systems.
5. Experience with leading a multi-disciplinary team including external service providers and an ability to challenge, lead and inspire change and foster innovative approaches to challenges.
6. Demonstrated competencies in project management that include managing process improvement projects, software deployment projects and other projects as assigned.
7. Experience working in a large cross functional government environment including navigating through legislative requirements and general government process is considered an asset.

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8. Capable of self-directing, self-motivated with a results-oriented personality that works well in a fast paced environment with multiple competing deadlines is a requirement.
9. Possesses a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and a commitment to results.
10. Previous financial experience preparing and monitoring capital and operational budgets.
11. Excellent written and verbal communication skills. Demonstrated facilitation and presentation skills is considered an asset.
12. Ability to produce professional written reports and business cases in justification of projects and other space management initiatives.
13. Thorough knowledge of Microsoft Office tools including Word, Excel, Power Point, Visio and MS Office Project. Working knowledge of AutoCad, GIS and other spatial space management or facility management related software is preferred.
14. Must possess a valid Class "G" Driver's License.

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