

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

HAMILTON WATER DIVISION – WATER/WASTEWATER SYSTEMS PLANNING SECTION – LOCATION – 77 JAMES NORTH, SUITE 400

SENIOR PROJECT MANAGER, WATER/WASTEWATER PLANNING – LRT

SUMMARY OF DUTIES

Reporting to the Manager of Water / Wastewater System Planning (WWWSP), the Senior Project Manager, Water/Wastewater Planning – LRT (SPM – LRT), will provide leadership to staff and consultants within a Business Unit. The SPM – LRT primary focus will be on the reviewing and approving of water and wastewater infrastructure designs, and capacities within the LRT corridor and within the adjacent connected networks of upstream and downstream water and sewer infrastructure. The SPM will ensure that water and sewer designs are delivered in a cost effective, efficient and timely manner. The SPM – LRT will also ensure that the water and wastewater designs align with the goals and objectives of the LRT project while also providing flexibility in design to accommodate future growth needs of the City's water and wastewater networks.

The SPM – LRT will work as part of a City team to develop a preliminary design for the LRT corridor that includes all side streets connecting to the LRT corridor. This team will define the alignment of the LRT and all utilities within the road corridor. The team will then work with a design/build contractor who will be responsible for advancing the preliminary design to a final design and then constructing the final works.

RESPONSIBILITIES

Assumes the day-to-day responsibilities for the delivery of a number of consultant assignments focussing on the design of water and sewer systems within and near the LRT corridor. A key element of this responsibility includes the project management of several complex engineering consultant contracts including the effective management of all contract scope, schedule and budget terms. The SPM – LRT is also responsible to oversee the collection of data, review and comment on work produced through these contracts, disseminate data and reports to stakeholders and consolidate comments received to ensure that all stakeholder concerns are adequately addressed in the final sewer and wastewater designs.

The design of the water and wastewater systems within the LRT corridor has significant implications to other strategic water and wastewater initiatives including the Water and Wastewater Master Plan and the Flooding and Drainage Servicing Study as examples. The SPM-LRT will work collaboratively with our consultants to ensure the LRT servicing designs have been developed with consideration to those strategic initiatives.

The Senior Project Manager has a key responsibility including mentoring staff and providing day to day guidance. Leadership tasks also include participation in, and contributions to the Sectional Management Team with peer Senior Project Managers and the section Manager. Developing, monitoring and reporting Sectional key performance indicators-KPI, and related metrics is also a responsibility of the Senior Project Manager.

Participates in teams comprised of staff not only from Public Works, but from other City Departments and outside agencies to address operation/optimization of existing systems, development, redevelopment and environmental issues utilizing multi-disciplinary expertise to assist in the preparation of master plans and/or other planning assignments.

Ensures the City's most current and relevant dynamic computer models are being employed by the engineering consultants for use in completing master plans. Ensures that any changes made to the City's dynamic computer models, under the LRT project or other planning assignments, are properly documented and archived following the Sections most current computer model governance policies. The SPM – LRT is expected to have a working knowledge of dynamic computer models including a knowledge of how models are developed, calibrated, refined and utilized to make decisions regarding the planning and operation of water, wastewater and stormwater systems.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Develops policies and procedures related to Water / Wastewater Planning Section practices following Quality Management System-QMS theory/environments.

Manages and delivers engineering and design projects following established project management theories, principles and practices.

Develops cost recovery philosophies related to infrastructure installation and oversizing in accordance with City and Provincial Policies.

Participates on various corporate committees as required.

Recommends public consultation techniques and data requirements for water, wastewater and stormwater projects.

Develops and leads public information sessions conforming to best management practices of the Environmental Assessment Act and Municipal Class EA.

Identifies and evaluates procedures to complete conveyance, plant and outstation Infrastructure Planning/Systems Design, and engineering activities.

Liaises with external agencies such as Ministry of Natural Resources, Ministry of Environment, Conservation and Parks, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Writes reports and composes correspondence related to the planning, engineering and operation of the City's water, wastewater and stormwater systems.

Makes recommendations related to departmental current budgets.

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.

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. Extensive demonstrated knowledge of the practices and theories of Civil Engineering and/or Environmental Science normally acquired by obtaining a degree or diploma in a related field with progressive work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Extensive demonstrated knowledge in the areas of municipal water, wastewater and stormwater infrastructure planning and systems design including knowledge of conveyance design and hydraulics, treatment plant process and hydraulics and outstation design
4. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act. Knowledge of the (Ontario) Planning Act, Provincial Policy Statement and Building Code Act and their regulations an asset.
5. A thorough understanding of municipal planning principles as they pertain to water, wastewater and stormwater services.
6. Proven knowledge of the environmental assessment process gained through extensive practical experience including multiple bottom-line evaluations including typically economic, social and environmental criteria.
7. Previous extensive project management experience in a wastewater environment including the application of project management tools and best practices as endorsed by the Project Management Institute (PMI) or equivalent. PMP designation not mandatory but considered an asset.
8. Experienced in designing and delivering customer focused programs and services.
9. An effective communicator, both orally and written, honed through practical experience.
10. Highly developed ability to articulate a vision to lead and inspire others.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Leadership includes experience in guiding and developing staff.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the public.
14. Knowledge of collective bargaining process.
15. Demonstrated knowledge of dynamic computer hydraulic modelling and associated software including model development, calibration, operations and governance.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
17. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.

18. The Senior Project Manager will have experience in investigating, recommending, and documenting new/updated policy/procedures for improving the section's technical performance following Quality Management System-QMS theory/environments.

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