

## CITY OF HAMILTON

### PUBLIC WORKS DEPARTMENT

(CORPORATE FACILITIES AND ENERGY MANAGEMENT DIVISION – STRATEGIC PLANNING & CAPITAL COMPLIANCE - LOCATION - LISTER BLOCK, 28 JAMES STREET NORTH)

### SENIOR PROJECT MANAGER, STRATEGIC PLANNING & LARGE CAPITAL

#### SUMMARY OF DUTIES

Reporting to the Manager of Strategic Planning, Capital & Compliance, the Senior Project Manager, Strategic Planning and Large Capital will assume accountability and responsibility for the overall management of capital works, primarily large capital works, related to new construction, expansion and upgrades of the City's facilities under the SPCC Section. This position was created to provide oversight to deliver the overall increase in large capital project delivery volume. This role will also provide support on Strategic Planning leadership and support for the sectional manager and manage client relationships.

Provides leadership to a team of project managers engaged in delivery of capital works and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of project management services to meet mandated goals and objectives.

Accountable for ensuring that a diverse portfolio of client capital construction projects, including Hamilton Paramedic Service, Hamilton Fire Department, Hamilton Police Service, Recreation, etc. are delivered in accordance with legislative requirements, related contract documents, City, Provincial and Federal guidelines through effective use of financial and staff resources. Using a "best practices" approach, develop and deliver quality customer focused project management services in a timely and cost-effective manner.

Responsible for the front-end planning of facilities projects including but not limited to: overseeing the gathering of regulatory and due diligence documentation such as designated substance surveys, geotechnical surveys and environmental investigations; Building Condition Assessments, infrastructure repairs and improvements, as well as opportunity for green building design & procurement, and exploring capital funding sources such as grants from other levels of government.

Responsible for the provision of contract management services on capital works projects through the direction of in house staff and external consultants and contractors.

Prepares and reports on the group's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

#### RESPONSIBILITIES

You will assume lead accountability and responsibility for the delivery of the facility capital portfolio including large capital construction of new facilities, lifecycle replacement, renovations & alterations, facility upgrades and expansion projects. You will also provide Strategic Planning leadership and support to the section management and clients, liaise with clients and monitor overall capital delivery to ensure quality, cost effective and timely service delivery and legislative compliance.

The Senior Project Manager, Capital Works is accountable to the Manager of Strategic Planning, Capital and Compliance for ensuring that services are provided in accordance with City, Provincial, and Federal guidelines, with minimal disruption to clients and the public, and in the most effective and efficient manner possible.

**GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

With a focus on Strategic Planning & Large Capital, this Senior Project Manager will:

- Author & Facilitate authoring of Council/ committee Reports and motions
  - Author Briefing Notes and Business Cases, financial reports
  - Chair client engagement meetings and assist in managing client relationships across the project portfolio
  - Facilitate cross-Divisional/cross-Departmental initiatives
  - Assist in developing and implementing Sectional standards, KPIs, policies, procedures and work instructions
  - Author & deliver presentations and engagement sessions
  - Support the development of feasibility studies
  - Oversee the development and monitoring of project budgets, timeline, lessons learned
  - Engages in annual capital planning to assist clients needs
  - Sets and monitors Key Performance Indicators for SPCC
- Support councillor meetings and sessions as needed

Provides support, structure and creative leadership to staff. Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives. Oversee Project Managers and Project Coordinators.

Portfolio management including allocating and managing assigned capital projects. Oversees capital projects including but not limited to feasibility studies, conceptual design, budgeting, Environmental Assessment, preliminary design, regulation approvals, design, construction, commissioning, and project close-out.

Develops strategies, plans, policies, and processes to guide the development and improvement of the business unit.

Assists in the development of procedures for improved Project Management processes, stewardship and accountability, risk management, financial efficiency while ensuring that section, division and department objectives are accomplished.

Develops and delivers contract management services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission, Vision, and Values.

Ensures projects are managed in compliance with City, Provincial and Federal guidelines and standards including the necessary monitoring, analysis, reporting and follow up of all aspects of the works in a timely manner.

Oversees the preparation of annual budgets, projects, tender documents, tendering services and award of contracts as well as approval of contract change orders, payment certificate, bonds, insurance and all associated financial requirements related to capital works following specific City procedures as required.

Provides supervision and direction to subordinate staff, including recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills.

Using a "best practices" approach, delivers quality customer-focused services in a timely and cost effective manner.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, with a commitment to excellence and continual improvement.

Provides input in the preparation of the Capital Budgets and development of project schedules.

Researches and reviews current practices and guidelines for management of the City's corporate and recreation facilities.

## Job Description #: A14649

Liaises with the general public, elected officials, other area municipalities, consultants, developers and other levels of government on issues relating to the direct responsibilities of this position.

Represents the City at various meetings with the contractor/operator, consultants, regulatory bodies and the general public.

Manages projects and contracts as assigned.

Monitors work performed by contractors and consultants, arbitrate problem areas and alter/negotiate amount payable for services rendered. Approves invoices for payment. Recommends contract extensions or terminations.

Performs other duties as assigned which are directly related to responsibilities of this position.

Works in accordance with and ensures that all employees, contractors and consultants 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 be able to demonstrate a level of expertise related to the duties described, normally acquired through a University Degree or College Diploma in Engineering, Architectural Studies, Business or an equivalent combination of education and relevant work experience. Training, knowledge and understanding of laws, statutes, regulations and by-laws affecting construction and facility management.
2. Must have supervisory and/or management experience in a unionized, multi-disciplinary, team environment, normally gained through progressively responsible positions in the area of portfolio and Senior Project Management. Experience delivering a portfolio of large capital projects for diverse municipal clients across Departments and Divisions is an asset.
3. Must have extensive knowledge and experience in project management theories and asset management theories, practices and trends to effectively manage contracts and projects, including reviewing, approving and implementing work plans, project budgets, and project schedules. Project Management training and PMP designation is an asset.
4. Must have experience authoring Council Reports, motions briefing notes, business cases standards, policies, procedures and work instructions. Experience delivering presentations is an asset.
5. Must have financial acumen, including the development of capital budgets. Experience in the annual capital budget process is an asset.
6. Must have experienced in developing and delivering customer focused programs and services.
7. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment. Demonstrates a commitment to ongoing excellence and continual improvement.
8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Ability to articulate a vision to lead and inspire others.
9. Knowledge of Facility Management and its nine core competencies with a focus on Project Management and Human and Environmental Factors.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management,

peers, staff and the general public.

11. Working knowledge of computer software applications including MS Office. Experience with Asset Management software and CAFM software is an asset.

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