

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENTAL SERVICES DIVISION – FORESTRY & HORTICULTURE – LOCATION - 100 KING ST. W.,
STELCO TOWER, 14th FLOOR)

SENIOR PROJECT MANAGER, POLICY & PRESERVATION

SUMMARY OF DUTIES

Reporting to the Manager, Forestry & Horticulture, the Senior Project Manager will provide leadership to subordinate staff in a team environment that will co-ordinate and provide expert advice regarding Urban Forest policy, preservation, and strategies to mitigate the impacts of development on the tree canopy.

The Senior Project Manager will be responsible for leading the planning and implementation of the Urban Forest Strategy in collaboration with the Forestry and Horticulture team, and interdepartmental staff.

The Senior Project Manager will be responsible for the development of urban forest policies, guidelines, specifications, design details and standards related to impacts from development and best management practices for urban forest protection.

GENERAL DUTIES

Develops strategies, action plans and policies that will guide urban forestry projects with consideration for growth needs, operational costs, capital costs, partnership opportunities, and the municipal role. The Senior Project Manager oversees and/or leads special projects utilizing cross-functional work teams as directed by the Manager and Director.

Prepares, Requests for Proposals, Quotations and Tenders.

Conducts research and analyses associated with pertinent urban forest issues and prepares reports for the Manager and Director.

Using a best practices approach develops strategies that enable Forestry staff to deliver high-quality services in a timely and cost-effective manner.

Researches and participates in operational planning and the development of strategic initiatives; assists the Manager to implement and manage organizational change.

Implement strategies to improve the effectiveness and efficiency of the team by setting above-average standards and leading by example. Mentors and inspires subordinate staff to promote and exceed the team's goals.

Develops and implements urban forest policies, guidelines, specifications, design details and standards related to impacts from development and best management practices for urban forest protection.

Assists with the development and implementation of municipal bylaws related to urban forest preservation.

Responds to inquiries from the general public, other City departments, outside agencies, other government agencies, consultants, contractors and vendors.

Oversees, coordinates, and manages projects assigned to consultants.

Liaises with urban forest stakeholders including other City departments and external agencies such as the Ministry of Environment, Conservation and Parks, Conservation Authorities, and neighbouring Municipalities.

Monitors and controls operating, and capital expense budgets associated with current projects and initiatives.

Oversees, coordinates, and manages the public tree permit program including reporting on metrics, and issuing of invoices as well as monthly account reconciliation.

Prepares purchase orders for goods and services associated with the implementation and support of various activities.

Leads, mentors, supervises and directs subordinate staff.

Follows a best practice approach to managing large projects to ensure that projects are completed according to scope, on time, and on budget. Recommends reallocation of resources to the Manager as necessary.

Writes reports and articles, prepares and delivers presentations, facilitates meetings, and communicates with various levels of government and leadership clearly and concisely.

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 that are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge of the practices and theories of the management of public spaces, parks, conservation lands, urban forestry and/or environmental and/or biological sciences normally acquired through a degree or college diploma specialized in forest health, ecological/ environmental/biological studies, landscape architecture or related discipline with an urban forest preservation focus.
2. Demonstrated experience related to monitoring and maintaining urban forest health, including project management, and execution of tree preservation work that supports and promotes urban forest health, preferably in a municipal environment.
3. Demonstrated experience in contract administration, project management, and successful vendor management.
4. Demonstrated experience in supervising policy/program initiatives and analyses, project management, and implementation of change management strategies in a public sector environment.
5. Experience planning and implementing urban forest policies, guidelines, specifications, design details and standards related to impacts from development and best management practices for urban forest protection; including development and revision of municipal bylaws related to urban forest preservation and limiting impacts from development.
6. Demonstrated ability to effectively lead multi-disciplinary teams in a result-oriented environment, highly effective leadership, facilitation, communication presentation, interpersonal, and organization skills.
7. Possess a keen focus on urban forest protection, a demonstrated record of performance, leadership, diplomacy, technical competence, customer focus, innovation/creativity, team advocacy, and a proven track record of commitment to results.
8. Demonstrated ability to articulate a vision, empower staff, lead, and inspire a team to exceed departmental goals.
9. Proven understanding of project management theories, practices and trends, and ability to manage large contracts and projects, including reviewing, approving, and implementing work plans and project budgets.

10. Thorough understanding of statutes, regulations, and by-laws affecting the Division (e.g., acts/regulations including but not limited to the Environmental Protection Act, Municipal Act, and Occupational Health & Safety Act).
11. Must possess excellent computer skills in a Windows environment utilizing MS Office software.
12. Preference given to those with demonstrated experience and knowledge of Geographic Information Systems (GIS) and Project Management applications and software.
13. Possess excellent public relations, report writing, and presentation skills and demonstrate the ability to lead and participate in diverse teams in a hybrid work environment.
14. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment.
15. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

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.
