

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(HAMILTON WATER DIVISION – WOODWARD WATER AND WASTEWATER TREATMENT CAPITAL – LOCATION – 700 WOODWARD AVE NORTH)

MANAGER - WASTEWATER TREATMENT CAPITAL

OVERVIEW

Reporting to the Director of Woodward Water & Wastewater Treatment Capital, the Manager, Wastewater Treatment Capital, will assume lead accountability and responsibility for the Woodward Wastewater Treatment Plant Capital Program, including the project management and delivery of the \$500 million Phase 2 Expansion Project along with other related engineering assignments associated with the City's Woodward Avenue Wastewater Treatment Plant. Responsible for delivery and monitoring of the Capital Program and Phase 2 Expansion Project to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring the Wastewater Treatment Capital Program and Phase 2 Expansion Project is provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Prepares and reports on the Section'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 Woodward Wastewater Treatment Capital program and overall project management of the Phase 2 Expansion Project. Manage and monitor the overall program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives. Develop procedures and suggest improvements to policies associated with the Section's functionality. Specific program activities include but are not limited to, program budgeting, project chartering, external engineering and contractor procurements and oversight, identify and obtain various agency approvals, review and approve technical engineering drawings, specification and reports, scheduling, staff management and other activities as required.

The Manager is accountable to the Director of Woodward Water & Wastewater Treatment Capital for ensuring that the Capital Program and the Phase 2 Expansion Project is provided in accordance with City and Provincial guidelines with minimal disruption to clients and the public, and in the most effective and efficient manner.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

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

Acts as lead project manager on the Phase 2 Expansion Project, including the direct management of specific sub-projects. Also responsible for leading internal Sectional staff in the overall delivery of the Project.

Develops programs, policies, and procedures for the Woodward Wastewater Treatment Capital Program and Phase 2 Expansion Project. Results oriented and persistent in ensuring objectives are accomplished.

Monitors the operations of the Section, ensuring program delivery are in compliance with Provincial legislative requirements and consistent with the City of Hamilton Mission and Vision.

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Participates and regularly acts as spokesperson in discussions and presentations on relevant issues to Council and Committees, outside agencies, the general public and various media. 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.

Ensures all required agency approvals have been obtained for all Projects.

To participate as a department representative on various corporate committees/teams as required.

Prepares the annual draft capital and current budget for the Section and monitor and control expenditures. Project expenditures and recommends changes where appropriate.

Monitors and reports on the scope, schedule and budget for the entire Woodward Wastewater Capital Program and Phase 2 Expansion Project while developing and creating program delivery efficiencies wherever possible.

Interprets, applies, and enforces the provisions of various by-laws related to the functions of the Section and recommend changes where appropriate.

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

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

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.

QUALIFICATIONS

1. Proven knowledge of the theories and practices of civil or environmental engineering, normally acquired by attaining a university degree or diploma in a relevant discipline or an equivalent combination of education and relevant work experience.
2. Significant experience in the management and delivery of large, complex, multimillion-dollar wastewater treatment plant capital projects. .
3. Must be able to demonstrate relevant experience related to the duties described above.
4. Progressively responsible experience in a municipal engineering operations environment preferred.
5. Significant management experience gained through progressively more responsible positions preferably in a municipal environment.
6. Considerable experience in the development of capital budgets including planning, scheduling, prioritizing, monitoring, and costing of projects.
7. Considerable experience in the development and management of operating budgets.
8. Significant experience in the preparation and presentation of documents and technical reports, previous experience preparing reports to Council an asset.
9. Highly developed ability to articulate a vision to lead and inspire others.
10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

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11. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
12. Demonstrated ability to effectively manage large multi-disciplinary capital works projects, simultaneously, of varying size and complexity.
13. Demonstrated ability to effectively communicate and negotiate with all required program stakeholders including but not limited to, External Consulting Engineers, Contractors, Provincial and Federal regulators.
14. Experienced in designing and delivering customer focused programs and services.
15. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, and the general public.
16. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
17. Knowledge of collective bargaining process.
18. Working knowledge of computer software applications.
19. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.
20. Possesses a high level of personal integrity and be an excellent communicator.
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THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.