

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
HAMILTON WATER
WATER DISTRIBUTION AND WASTEWATER COLLECTION
LOCATION – 330 WENTWORTH ST N

PROJECT MANAGER. – STORMWATER OPERATIONS AND MAINTENANCE- CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent, Water Distribution and Wastewater Collection, the Project Manager, Stormwater Operations and Maintenance will work closely with staff and contractors in a multi-functional workforce engaged in the delivery of the stormwater operation and maintenance program.

Establishes and maintains an inventory of stormwater related assets including but not limited to Stormwater Management Facilities (SWMF), watercourses, stormwater outlets and associated shoreline, Municipal Drains, drainage easements, drainage structures, fencing, barrier structures, Manages programs for the inspection and condition assessment of specified stormwater infrastructure.

Accountable for ensuring that stormwater maintenance activities and construction projects are delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach develops and delivers quality services in a timely and cost effective manner. Instill a customer service focus with staff and contractors.

Writes reports for Council, fact sheets and other internal and external correspondence. Represent the Water Distribution and Wastewater Collection section at various committees, public and staff meetings to provide information and advice with respect to operation and maintenance of stormwater/drainage assets managed by Water Distribution and Wastewater Collection, maintain public relations, and liaise with senior staff and elected officials.

Develops annual operational and capital work plans and forecasts and prepares annual operational and Capital Program Budget related to stormwater assets managed by Water Distribution and Wastewater Collection.

Develop specific projects, programs, and investigative assignments related to the Stormwater and drainage assets managed by Hamilton Water. Make recommendations to the Superintendent and Manager on project priorities, means of resourcing, and related cost implications.

Administer and monitor the budget for projects and consulting assignments in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Provide technical expertise, guidance to Wastewater and Stormwater Collection Operators. Work closely with the Supervisor of Wastewater Collections to program Stormwater/Drainage Operation and maintenance activities for Wastewater and Stormwater Collection Operators.

Uses performance standards, specifications, work programs and procedures to ensure effective cost control of allocated capital and operational budgets. Ensures the documentation of work/project activities through completion of work orders, reports, time cards, absentee forms, vacation scheduling, and daily entry of activities, work schedules and progress.

Implements strategies, policies and procedures, etc. to improve effectiveness and efficiency and monitors outcomes. Recommends and implements performance standards, training requirements and work procedures. Set above average standards and lead by example.

Provides leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and be committed to results.

Provide technical expertise to other sections within Hamilton Water.

Provides construction management services and technical assistance to staff of Hamilton Water Division or other corporate staff that require construction or project management assistance or services.

Employs a "customer service focus" and "best practices" approach to program and project management to ensure effective and efficient use of resources (i.e. in house and contracted forces and equipment) and the delivery of high quality and timely services in compliance with Federal, Provincial and Municipal legislation and guidelines and approved budgets, contracts and policies and to ensure balanced service/price/quality.

Monitors amendments to legislation, regulations and trends in the profession. Interprets and ensures compliance with municipal and departmental policies and procedures and various specific by-laws as they relate to divisional programs and services.

Manages maintenance and construction projects related to Stormwater assets and specified contractual services including procurement of materials, and equipment as is required to meet program objectives.

Oversees and monitors related contracts/contractors and consultants including arranging for field and laboratory testing of materials, implementing a performance appraisal system and associated contractor/consultant project or construction contract

Ensures projects are completed within the required construction schedule, budgets and ensures service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision and provincial standards. Recommends approval of progress payments and final contract payments.

Responsible for coordination of activity on stormwater operation and maintenance projects including but not limited to utility work.

Commissions stormwater operation, maintenance and construction projects including the provision of construction as-built records and maintenance manuals. Commissions maintenance related projects and recommends acceptance of substantial and total project completion

Maintains control to ensure projects are completed within the required construction schedule, and approved budget and provides recommendations for any required budget adjustments.

Undertakes vendor performance activities as required and monitors program performance for contracted services.

Provides day to day leadership, coaching, motivation and direction to subordinate staff/contractors/consultants including scheduling, coordination, supervision and guidance as appropriate.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required. Ensures that all employees/contractors/consultants perform work in accordance with applicable health and safety legislation and other mandated requirements and initiates/recommends corrective action as appropriate.

Build and encourage employee/contractor/consultant commitment to customer service and a high level of performance in all areas of service delivery. Develops and empowers staff through delegation of

responsibilities and accountabilities, through regular coaching and feedback and by providing development opportunities and technical direction as appropriate

Undertakes duties and 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 Recommend and implement procedures and maintain public relations. Liaise with senior staff and politicians. 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.

Creating, submitting and obtaining permits, forms or documentation from agencies such as but not limited to; Conservation Authorities, Ministry of Environment, Ministry of Transportation, Railway Authorities, Utilities.

May be appointed as the City of Hamilton's Drainage Superintendent, performing all duties as required.

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

QUALIFICATIONS

1. Proven knowledge of theories and practices of civil engineering acquired through a degree in civil engineering or a diploma in engineering technology or an equivalent combination of experience and education.
2. Preference will be given to applicants with membership or eligible of membership in the Professional Engineers of Ontario or those who are members of or eligible for certification or membership in the Ontario Association of Certified Engineering Technicians and Technologists.
3. Proven knowledge of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans project budgets, reviewing engineering drawings and plans.
4. A demonstrated thorough knowledge and understanding of statutes, regulations and by-laws affecting the position.
5. Detailed knowledge of and the ability to interpret a variety such as but not limited to regulations, contractual agreement, policies, guidelines, the Drainage Act, Tile Drainage Act, Occupational Health and Safety Act, Conservation Authority Act, Water Resources Act, Species at Risk Act, Environmental Protection Act, Construction Act and other related Acts.
6. Must have program/project management experience, preferably in a municipal environment. Previous operational/maintenance program/project management experience related to roads infrastructure and/or operations.
7. Project Management Professional (PMP) designation would be an asset
8. Must have proven knowledge of Stormwater/Drainage Operation and maintenance theories, practices and trends to manage large operations and maintenance and construction contracts, programs and special projects, reviewing, approving and implementing: drawings, work plans and project/operating budgets, operating standards, inspection programs quotes, proposals and tenders.

9. Demonstrated knowledge of health and safety legislation and applicable regulations as it relates to the position. Core certification training would be an asset.
10. Highly effective project management, leadership, facilitation, written and oral communication, presentation, interpersonal and organization skills.
11. Working knowledge of computer software applications such as Microsoft Office, Hansen/Infor, PeopleSoft, G.P.S., A.V.L., ESRI ArcMap, ArcGIS systems etc. or their equivalent.
12. Demonstrated record of leadership, guidance, technical competence, customer focus, innovation/creativity, team advocacy, empowerment and commitment to results.
13. Must have a proven record of leadership and guidance, technical competence/expertise, customer focus, innovation and creativity, team advocacy, delegation and empowerment and be committed to results. Must be able to mentor subordinate staff and provide technical direction to consultants/contractors/subcontractors.
14. Ability to deal effectively with people such as but not limited to; elected officials, representatives of other levels of government, management, peers, staff, Conservation Authorities, CN/CP Rail authorities, Utility Company representatives, general public.
15. Experienced in developing and delivering customer focused programs and services.
16. Highly developed ability to articulate a vision to lead and inspire others.
17. Must possess a valid Class "G" Driver's Licence and provision of a vehicle by the applicant for use on the job.

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.