

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(WATER/WASTEWATER DIVISION – WATER & WASTEWATER ENGINEERING - LOCATION -700 WOODWARD AVENUE.)

SENIOR PROJECT MANAGER, CAPITAL WORKS CONTROLLOER

SUMMARY OF DUTIES

Reporting to the Manager of Water and Wastewater Engineering the Senior Project Manager, Capital Works will assume accountability and responsibility for the overall management of all capital works related to construction, expansion and upgrades of the City's water and wastewater treatment facilities and associated outstations.

Provides leadership in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring that water and wastewater treatment construction projects are delivered in accordance with legislative requirements, related contract documents, City and Provincial guidelines through effective use of financial and staff resources. Using a "best practices" approach, develop and deliver quality customer focused services in a timely and cost effective manner.

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

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.

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

Possesses a high level of personal integrity and be an excellent communicator.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the delivery of water and wastewater treatment programs, facility upgrades/expansion projects, water quality studies and initiatives. Monitor the overall program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives.

The Senior Project Manager, Capital Works is accountable to the Manager of Water and Wastewater Engineering for ensuring that services are 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 subordinate staff. Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

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 and Vision.

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

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.

Oversees required capital work programs and all associated tasks including but not limited to, budgeting, conceptual design, Environmental Assessment, preliminary design, regulation approvals, design, construction and commissioning.

Using a "best practices" approach, develops and 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, and be committed to excellence.

Conducts water and wastewater studies, initiates projects, develops programs and investigates problems.

Provides input in the preparation of the Capital Budget and develop scheduling of projects.

Researches and reviews current practices and guidelines for management of the City's treatment facilities and outstations.

Liaises with the general public, elected officials, 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, Ministry of the Environment 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 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 practices and theories of civil and environmental engineering related to water and wastewater facilities, normally acquired by attaining a diploma or degree in a relevant discipline or an equivalent combination of education and work related experience.
2. Demonstrative extensive knowledge of engineering and project management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project

budgets gained through extensive practical experience.

3. Supervisory and / or management experience gained through progressively more responsible positions in the area of water and wastewater and project management.
4. Certified Engineering Technologist (C.E.T.) or P. Eng. preferred.
5. Previous experience in a municipal environment preferred.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
9. Experienced in developing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting water and wastewater treatment and construction.
12. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications.

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
