

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – ENGINEERING SERVICES – LOCATION – 77 JAMES ST. N., SUITE 320)

PROJECT MANAGER, STREET LIGHTING ENGINEERING - CUPE 1041
(1 PERMANENT FULL TIME POSITION)

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Lighting Electrical, the Project Manager, Street Lighting Engineering, will be an innovative and creative problem solver who provides leadership in a team environment. The Project Manager, Street Lighting Engineering shall focus on meeting the City's responsibilities as a leader and steward in optimizing the planning, design and construction of street lighting capital projects, focusing on innovation in systems efficiency, reliability, energy saving and roadway safety, in keeping with the City, Department, Division and Section's visions, values and goals.

The Project Manager shall ensure that streetlighting capital projects are planned, designed, implemented and managed in an efficient and effective way and are delivered in accordance with City, Provincial and Federal guidelines in a cost effective and timely manner through the best use of financial and staff resources.

The Project Manager shall support streetlighting capital projects by providing services in design, engineering, site inspection, construction administration, document preparation and research and development of methodologies. The Project manager shall provide recommendations and technical advice to senior staff, City Council, internal sections/departments and external agencies.

The Project Manager will promote a service-oriented culture and focus and promote teamwork and integration. The Project manager will participate with customers and with other parties in cross-functional and cross-program initiatives.

The Project Manager shall lead in the preparation of sectional reports identifying how the streetlighting system is performing against established benchmarks related to services, financial, and administrative performance. The Project Manager will be responsible for investigating and recommending new procedures for improving the system's performance.

The Project Manager shall possess a demonstrated record of technical competence, customer focus, staff delegation and empowerment.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Investigates and reports on existing local and system-wide operational conditions. Develops policies and procedures for improved operations, stewardship and accountability, risk management and financial efficiency.

Prepares and recommends detailed plans for such projects as the upgrading of streetlighting plant such as poles, wiring and cascading systems, organizes safety audits of existing infrastructure, inspects drawings and finished streetlighting electrical installations, organizes streetlight capital program, and commissions the design and construction of new and revised streetlighting plant. Ensures all requirements of capital projects (i.e. funding, cost estimating, design, staff and material resourcing, approvals and permits, etc.) have been met to enable the projects to take place in the time frame forecast.

Reviews, comments and approves consultant tender documents (specifications and drawings), both for public areas and commercial private development site lighting.

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Conducts regular field inspections, analyzes and approves on-site changes, negotiates changes to the quantity and value of the contract, reviews and approves all electrical payment requests, prepares deficiency documents.

Researches technical standards using all means available, including Internet, textbooks, literature review, personal visits and telephone contacts, as well as by developing and executing pilot and full-scale testing.

Develops tender documents and proposal requests. Evaluates tender results and RFP results and recommends preferred vendors. Project manages consultants and contractors, including authorizing progress payments.

Undertakes detailed design work and field inspection of project quality. Measures lighting levels, analyzes, and recommends corrective actions where required.

Maintains records of work completed, using formal asset management software, as required.

Prepares or reviews, as required, technical reports arising out of this area of responsibility for presentation to senior management, members of City Council or City committees.

Participates and as required acts as spokesperson in discussions/presentations on the topic of streetlighting. Attends various informal or formal Committee/Council, public and technical agencies meetings as the City's representative, as required.

Liases with the M.O.L., M.T.O., E.S.A. H.U.C., Hydro One and other agencies, as well as professional associations, regarding the management programming strategies as required. Negotiates with agencies over grants, billing and subsidies.

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

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

Receives and answers inquiries from the public, elected officials, City departments, outside agencies, other government agencies, consultants, contractors and vendors.

Fulfils typical staff management functions such as performance management, mentoring and interviewing.

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 which are directly related to the major responsibilities on the job.

QUALIFICATIONS

1. Proven knowledge of streetlighting, electrical engineering practices and theories normally acquired by successfully completing a relevant university degree in electrical engineering and proven relevant work experience or by successfully completing a relevant engineering technologist diploma from a recognized community college plus progressive relevant work experience.
2. Membership with the Professional Engineers of Ontario or membership, and/or eligible for certification with, the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist and eligible for membership and certification with The Illuminating Engineering Society of North America/National Council on Qualifications for the Lighting Professionals (NCQLP). IMSA Roadway Lighting Certificate preferred.
3. Proven extensive practical experience in streetlighting engineering, lighting design, management, construction and tender preparation with an engineering consultant firm or another municipality.

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4. Experience in the application of illumination and electrical theory and practice as it relates to streetlighting systems, control equipment, cabling/communications systems and energy savings equipment/programs.
5. Project management experience in managing large, complex, multi-faceted projects and applications.
6. Experience in contract management including enforcement of performance clauses, budgets and progress payments.
7. Ability to articulate a vision to lead and inspire others.
8. Effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Demonstrated ability to effectively lead staff in a results oriented environment and in a predominantly unionized environment.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Practical experience in the application of statutes, regulations and by-laws affecting the department/section such as Occupational Health and Safety Act, Employment Standards Act, Ontario Traffic Manual, Highway Traffic Act for Ontario, ESA regulations, EUSA regulations, TAC, IESNA, IEEE and other streetlight manuals.
12. Proven working knowledge of spreadsheet, word-processing, presentation and other basic computer software applications.
13. Possession of a valid Class "G" Driver's Licence and provision of own car.