

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(– ENVIRONMENTAL SERVICES DIVISION – PARKS & CEMETERIES SECTION – LOCATION – 100 King St W, 14th Floor)

PROJECT MANAGER – PARKS & CEMETERIES OPERATIONS– CUPE 1041

SUMMARY OF DUTIES

Reports to the Senior Project Manager - Parks and Cemeteries Operations. Provides leadership to a multi-functional work group engaged in the coordination and implementation of Parks and Cemeteries related programs, projects and improvements affecting Parks and Cemeteries infrastructure, the public, internal clients and external customers.

GENERAL DUTIES

Uses a best practices approach to supervise employees, contractors, consultants, programs and projects related to the maintenance of parks and cemeteries operational services and special projects by ensuring effective and efficient use of staff, financial and equipment resources.

Ensures customer focused, high quality and timely delivery of services in compliance with Federal, Provincial and Municipal legislation and guidelines and approved budgets, contracts and policies and to ensure balanced service/price/quality.

Prepares tenders, quotations and implementation strategies for parks and cemeteries programs and special projects. Evaluates issues and prepares estimates for parks and cemeteries repairs and special projects. Implements and monitors regular maintenance inspection programs.

Manages maintenance, budgets, and work order tracking related to parks and cemeteries programs and projects including procurement of materials, equipment and services required to support staffing and meet delivery objectives as appropriate. 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 reviews. Ensures projects are completed within the required construction/maintenance schedule and budget. Makes recommendations on budget adjustments as required, recommends approval of progress payments and final contract payments. Commissions maintenance/construction related projects and recommends acceptance of substantial and total project completion.

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

Implements new/revised strategies, policies/procedures, etc. and monitors outcomes. Recommends and implements performance standards, training requirements and work procedures. Sets above average standards and leads by example.

Uses performance standards, specifications, work programs and procedures to ensure effective cost control of allocated capital and current 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.

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.

Develops and maintains relationships with internal and external stakeholders through subordinate staff, contractors and consultants.

Oversees the revision and monitoring of the operational planning worksheets and the documents working relationship to Hansen.

Provides parks and cemeteries maintenance related program and project management services/technical and technological assistance to internal staff and/or management as required.

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 responsibilities of this position.

QUALIFICATIONS

1. Proven knowledge of theories and practices of Parks and Cemeteries maintenance and administration normally acquired by attaining a University Degree or College Diploma in Business or Environmental Studies or equivalent.
2. Must have program/project management experience, preferably in a municipal environment. Previous operational/maintenance program/project management experience related to parks/cemeteries infrastructure and/or operations.
3. Holding an Ontario Parks Association (OPA) Certified Parks Technician designation would be viewed as an asset.
4. Must have proven knowledge of parks and cemetery maintenance theories, practices and trends to manage large operations and maintenance and construction contracts, programs and special projects, including creation, reviewing, approving and implementing: drawings, work plans and project/operating budgets, operating standards, inspection programs quotes, proposals and tenders.
5. Must have a thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section and a working knowledge of related corporate policies and procedures.
6. Must have a proven record of leadership and guidance, technical competence, 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.
7. Demonstrated knowledge of health and safety legislation and applicable regulations as it relates to the position. Core certification training would be an asset.
8. Highly effective program and project management, leadership, facilitation, written and oral communication, presentation, interpersonal, time management and organizational skills to work in a deadline driven environment.
9. Ability to deal effectively with management, community groups/associations/organizations, peers, staff, consultants, contractors and the general public.
10. Must possess a valid Class "G" Driver's Licence with provision of a vehicle by the applicant for use on the job.

11. Strong conflict resolution, decision making and problem solving skills.
12. Working knowledge of computer software applications such as Microsoft Office, tablet programming, new technologies and Hansen.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
