

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL SERVICES DIVISION - FORESTRY & HORTICULTURE SECTION)- LOCATION – 100 King Street West 14th Floor

PROJECT MANAGER - FOREST HEALTH - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager, Capital Projects, Forestry & Horticulture, the Project Manager - Forest Health prepares, coordinates, and oversees the technical, administrative, public liaison, regulatory and contractual aspects of forest health management, pest monitoring, operational and maintenance programs. The Project Manager takes the lead role concerning various programs in a multi-functional workforce engaged in the delivery and direction of services to the public and internal clients.

Responsible for ensuring that the Forestry Section programs and activities are delivered following Municipal, Provincial, and Federal regulations and guidelines through the effective and efficient use of financial and staff resources. Programs delivered in the most effective and efficient manner consistent with the City of Hamilton's Strategic Plan and Urban Forest Strategy. Develop and deliver high-quality programs and services in a timely and cost-effective manner using a "best practices" approach. Program management is conducted with a customer service focus.

Responsible for the program management of urban forest health and completing various activities independently and through the direction of operational staff, consultants, and contractors.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

GENERAL DUTIES

Provide leadership and direction to staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency, project tracking, reporting and follow-up, and ensure that Sectional, Divisional, and Departmental objectives are accomplished.

Deliver and manage forest health programs to ensure balanced service/price/quality comply with legislative requirements, consistent with the City of Hamilton's Strategic Plan and Urban Forest Strategy. Ensure programs are implemented in compliance with Municipal, Provincial, and Federal regulations and guidelines while ensuring health and safety compliance and effective quality control.

Ensure coordination of activities on urban forest health programs including, but not limited to, project start-up, stakeholder notifications, liaison with the public and regulatory agencies, tree assessments, meeting deadlines, processing of purchase requisitions and invoices, site visits, field activities, regulatory approvals, correspondence, reports and information requests.

Recommend procedures, maintain control and monitor programs to ensure projects are completed within the required schedule, within the approved budget and spending authority, including making recommendations for any required budget adjustments to the Senior Project Manager – Capital Projects, Forestry & Horticulture.

Review, recommend, and update procedures, standards, and guidelines that are used in the development and implementation of various programs.

Researches and writes terms of reference to engage the services of consultants and contractors; coordinates the various procurement processes. Reviews and evaluates proposal submissions, participates in selection interviews, recommends selection of consultants and contractors, and administers contracts. Prepares detailed tender documents and specifications for projects as required.

Directs and supervises consultants and contractors on related projects, including recommending and implementing a contractor's performance appraisal systems and associated contractor project or maintenance contract reviews.

Provide related management services and technical assistance to staff in the Environmental Services Division or other corporate staff that require related project management assistance or services.

Conducts site visits, analyzes tree health conditions and prepares operational update reports. Provide support and direction to Divisional staff.

Assist in the development and implementation of related departmental policies, procedures, programs and by-laws, monitoring the effectiveness of existing policies to recommend improvement strategies.

Provide technical expertise, training and guidance to staff and stakeholders on urban forest health issues.

Represent the Forestry and Horticulture Section at various committees and public and staff meetings to provide information and advice concerning the Section's programs, policies and procedures.

Work with various volunteer groups, community organizations and special interest groups, as well as various outside agencies with collaboration on mutual programs.

Performs other duties as assigned, which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of the management of public spaces, parks, conservation lands, urban forestry and/or environmental and/or biological sciences typically acquired by obtaining a degree or college diploma specialized in forest health, ecological/ environmental/biological studies or related discipline with a forest health focus.
2. Demonstrated experience monitoring and maintaining urban forest health programs, including project management and execution of programs that support and promote urban forest health initiatives or related initiatives within the environmental field, preferably in a municipal environment.
3. Demonstrated experience in contract administration/management and successful vendor management.
4. Must have demonstrated experience and knowledge of Geographic Information Systems (GIS) applications and software.
5. Proven knowledge and experience in project management theories, practices and trends to manage large forestry contracts and projects, including reviewing, approving and implementing work plans and project budgets.
6. Possess a demonstrated record of urban forestry initiatives highlighting successful leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and commitment to results.
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8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication, writing, presentation, interpersonal and organizational skills.
10. Demonstrated experience in managing large programs in a results-orientated and predominantly unionized environment.
11. Proven track record for innovation, initiative and attention to detail, demonstrated through the development and execution of forest health initiatives.
12. Experienced in designing and delivering customer-focused urban forestry programs and services.

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13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough understanding of statutes, regulations, acts, and by-laws affecting the department/section.
15. Must possess excellent computer skills in a Windows environment utilizing MS Office software.
16. Ability to positively work independently and as a team in a hybrid work environment.
17. Must possess a valid Class "G" Ontario Driver's License.