

# CITY OF HAMILTON

February 2024

**PUBLIC WORKS DEPARTMENT**

**(ENGINEERING SERVICES DIVISION – GEOMATICS & CORRIDOR MANAGEMENT SECTION - LOCATION - 100 KING ST W, FLOOR 2)**

**PROJECT MANAGER – PUBLIC UTILITIES – CUPE 1041**

**SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Corridor Management. Engages with all affected sections of the City and external agencies, bodies and committees to manage activity within the City of Hamilton's public rights of way. Provides creative leadership to staff, in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promotes a service-oriented culture and focus within the Section. Promotes teamwork and integration within the Geomatics & Corridor Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

Accountable for establishing and achieving departmental goals and objectives through the effective and efficient use of financial and staff resources. Using a "best practices" approach develop and delivers quality services in a timely and cost-effective manner.

Evaluates and reports on the Section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and lead by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment and staff development and be results oriented.

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

**GENERAL DUTIES**

You will assume accountability and responsibility for the approval, management and tracking of utility applications, municipal consents and coordination of projects from gas, telecommunications, hydro, cable companies and other public and private utility installations. You will ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major program initiatives and policies.

The Project Manager is accountable to the Senior Project Manager for ensuring that utility infrastructure system development and programming initiatives are consistent with the City of Hamilton Mission and Vision.

Assist in developing policies and strategies related to underground and overhead utility infrastructure systems in coordination with Surface, Subsurface Infrastructure and City Capital Programming. Make recommendations to the Manager on project priorities, means of resourcing and related cost implications.

Develop the use of the various management systems and processes as planning and production tools for Rights of Way (ROW) management as well as budget preparation and monitoring. Work directly with other departments to facilitate interdepartmental co-ordination of ROW management initiatives.

Coordinate directly with the Design and Construction Sections of Engineering Services to align capital programming from external Utility companies and to ensure timely response to City capital programming requirements.

Initiate and direct the investigation and/or evaluation of new technologies related to utility infrastructure, including the development of research agreements with research institutes.

The Project Manager will direct and oversee consultant assignments as required including the preparation of terms of reference, oversee the collection of data and review/comment on consultants' submissions.

Promote teamwork and integration within the Geomatics and Corridor Management Section, with other Divisions, with other Departments and with other parties participating in cross-functional and cross-program initiatives.

Develop and empower staff through delegation of responsibilities and accountabilities through regular feedback, and by providing development opportunities and technical direction.

Monitor the operations and projects within the Section to ensure safety, service quality, cost effective and timely delivery of services, and appropriate legislative compliance.

Respond to issues and queries raised by Council as channelled through the Director.

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

Conduct field work as required to review infield design and construction changes.

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.

## **QUALIFICATIONS**

1. Proven knowledge of ROW management theories, practices and trends related to Utility infrastructure normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and work-related experience.
2. Project Management Professional designation considered an asset.
3. Must have demonstrated knowledge and experience of utility systems including telecommunications, gas and electrical specifically with respect to existing conditions, required access rights and agreements, negotiations and relevant regulatory conditions that impact ROW management.
4. Previous knowledge and experience related to management of utility, water and wastewater infrastructure.
5. Extensive knowledge of utility and water/wastewater infrastructure systems specifically with respect to existing conditions, required legislative separations, installation methods and materials.
6. Knowledge and experience in development and implementation of subsurface infrastructure programs and construction techniques as they relate to long-term capital budgets and investments.
7. Demonstrated experience related to project management of infrastructure programs, preferably in a municipal environment.
8. Knowledge and experience in capital project design, approval and budgeting with respect to coordination of surface and subsurface infrastructure.
9. Knowledge and/or experience with Road and Bridge infrastructure management is an asset.
- ~~10.~~ Strong working knowledge of CAD systems, GIS, Work Order tools, and web-based mapping tools would be an asset.
11. Demonstrated ability in the area of infrastructure management through the use of information systems.
12. Highly developed analytical and planning skills with a proven track record for project co-ordination.

13. Experienced in designing and delivering customer focused programs and services.
14. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
15. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the Department/Section.
16. Must possess a valid Class "G" Driver's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**NOTE:**

Must possess and maintain a Class "G" Driver's License valid in the Province of Ontario and a point-free driving record and or record found to be satisfactory to the City of Hamilton. This position requires a personal vehicle for use on the job.

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

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