

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENERGY, FLEET & FACILITIES DIVISION – FACILITIES MANAGEMENT & CAPITAL PROGRAMS -
LOCATION – LISTER BLOCK, JAMES ST. N.)

MANAGER, STRATEGIC PLANING, CAPITAL & COMPLIANCE

SUMMARY OF DUTIES

Reporting to the Director, Energy, Fleet and Facilities, will provide dynamic motivational leadership in a multi-faceted workforce with an objective to meet the needs of the client departments through effective planning and management of Recreation facility development. The incumbent will be responsible for the planning and implementation of capital projects including the future development and redevelopment of Recreation facilities, along with overseeing the delivery of the new construction and life cycle renewal of building components. In coordination with the Director, the Manager - Recreation Facilities Capital Programs and Compliance will also be responsible for development of the 10-year capital budget.

Accountable for ensuring that construction activity is delivered in accordance with City and Provincial guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develops and delivers quality services in a timely and cost effective manner. Instils a customer service focus with subordinate staff.

The Manager – Recreation Facilities Capital Programs and Compliance will take a lead role in the interpretation of requirements of existing, new or revised regulations, acts, and codes as related to the efficient maintenance and operation of the City's Recreation facilities; providing options regarding compliance, corrective action, strategic implications, legal liability and financial risk. The Manager will plan and implement strategies to ensure continued regulatory compliance and continual improvement.

GENERAL DUTIES

Provide contract and construction management services for the delivery of the capital projects, including the co-ordination of quality assurance and quality control. Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Develop due diligence and design guidelines, project procedures, as well as administrative procedures pertaining to project planning and management.

Develop strategies, plans and policies to guide Recreation facility development considering condition and amenities in existing infrastructure, growth needs, operational costs, capital costs, partnership opportunities, and the municipal role.

Monitor and assess trends in participation, utilization and design to provide advice on facility upgrades and new facility development.

Develop specific program solutions considering need, design options, capital costs, impact on operational budget, and user satisfaction.

Develop integrated project schedules that meet the needs of operations, facility users and construction contract schedules.

Allocate and manage assigned capital projects.

Planning and implementation of feasibility studies and condition assessment of facilities

In co-ordination with the Director of Community Facilities and Capital Programs, develop a 3-year strategic business plan for the Recreation Capital Programs and Compliance Unit that supports the division's mandate, incorporates long and medium term goals, and identifies detailed strategies to implement and to accomplish specific measurable and achievable objectives on behalf of the section. Delegate appropriate supporting action plans to subordinate project management staff.

Assist in recommending and implementing new strategies for conducting business

Be proactively conscious of costs including energy conservation and revenue generating opportunities division wide. Develop roster categories applicable to Facilities Management. Act as Roster Captain, review, maintain, track, and monitor assigned roster categories

Provide technical expertise related to environmental initiatives and implement environmental programs like ISO 14001.

Ensure Environmental Health and Safety Audits are completed using best practices.

Contribute to the development of the RECAPP capital assessment management information system and ensure Building Condition Assessments are undertaken using best practices

Develop and Implement a Compliance Audit Program for Corporate Facilities.

Respond to emergency situations.

Provide advice to ensure all facilities are managed according to the prevailing legislation, codes and regulations including but not limited to Canadian Environmental Protection Act, SOR 1999; Environmental Protection Act, Air Pollution Regulation; Refrigerants Regulation, Ozone depleting substances regulation, air emissions monitoring and reporting regulation, federal halocarbons regulation, City of Hamilton Noise By-law, Toxic Reduction Act, Ontario GHG Reporting Regulation, Certificate of Approvals, Record of Site Condition, Pesticides Act, Fisheries Act, Wells, Ontario Fire Code, Spills, Environmental Emergencies Regulation, TSSA, Liquid Fuels, Propane Storage Handling, Installation Code for Oil Burning Equipment, Transportation of Dangerous Goods, Hazardous Products, WHMIS, PCB Regulations, Waste Management, OSHA, Industrial Establishments, First Aid, Ontario Fire Code, ESA, OBC, Accessibility for Ontarians with Disabilities Act (AODA), ASTM-E2018-08.

Identify and implement staff training and skills development and evaluation programs and initiatives to ensure that employees are adequately trained in areas under the realm of legislative and code compliance

Keep current with municipal, provincial and federal legislation and environmental standards, the Ontario Building Code, as well as industry standards and best practices such as those published by ASHRAE and other relevant agencies. Attend scheduled BOMA and IFMA meetings, seminars and conventions, as required.

Ensure co-ordination of activity on construction projects including but not limited to utilities and other agencies. Provide contract management of consultants and the development of standards and guidelines for work performed by consultants.

Oversee the commissioning of capital projects including coordination of specifications, site meetings, scheduling, verification of contractor progress payments and deficiency documentation.

Responsible for the performance of contractors on construction projects including recommending and implementing a contractor's performance appraisal system and associated contractor project or construction contract reviews.

Provide construction management services and technical assistance to the Recreation Division and liaises with the other City Departments as needed.

Provide direction and support to Project Management Staff and Arena, Stadium, Golf, Aquatic and Recreation Supervisors.

Recommend procedures; maintain control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Director.

Recommend and implement procedures and maintain public relations through subordinate staff.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensure that all employees, consultants and contractors perform work in accordance with applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies or procedures.

Write reports, prepare presentations, and compose correspondence related to major responsibilities, as well as presentations to Council, senior management and public meetings.

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.

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

QUALIFICATIONS

1. Extensive knowledge of the theories and practices of Construction Engineering normally acquired through the completion of a combination of a University Degree in Civil Engineering and/or Architecture and/or Environmental studies with demonstrated relevant experience related to the duties described. Membership with the OAA or Professional Engineers of Ontario would be preferred.
2. Or through completion of an Engineering Technologist Diploma with demonstrated substantial and relevant work related experience and be a member of or eligible for membership with the Ontario Association of Certified Engineering Technicians and Technologists, or an equivalent combination of work experience and education.
3. Extensive knowledge of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, capital budget preparation, approving and implementing work plans, schedules, and project budgets.
4. Knowledge of Facilities Management and its 11 core competencies with a focus on Project Management and Human and Environmental Factors. A Certificate in a Facility Management Program is preferred.
5. LEED AP designation preferred.
6. Working knowledge of computer software applications, as well as CAFM (Computer Aided Facility Management Systems) such as ARCHIBUS and RECAPP is preferred.
7. Knowledge of municipal, provincial and federal codes, regulations, acts and bylaws including but not limited to Canadian Environmental Protection Act, Environmental Protection Act, Air Pollution Regulation, Refrigerants Regulation, Ozone depleting substances regulation, air emissions monitoring and reporting regulation, federal halocarbons regulation, City of Hamilton Noise By-law, Toxic Reduction Act, Ontario GHG Reporting Regulation, Certificate of Approvals, Record of Site Condition, Pesticides Act, Fisheries

Act, Wells, Ontario Fire Code, Spills, Environmental Emergencies Regulation, TSSA, Liquid Fuels, Propane Storage Handling, Installation Code for Oil Burning Equipment, Transportation of Dangerous Goods, Hazardous Products, WHMIS, PCB Regulations, Waste Management, OHSA, Industrial Establishments, First Aid, Ontario Fire Code, ESA, OBC Accessibility for Ontarians with Disabilities Act (AODA)

8. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
9. Highly developed ability to articulate a vision, lead and inspire others.
10. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment.
13. Possess a high level of personal integrity and be an excellent communicator.
14. Ability to deal effectively with elected officials, representatives of other levels of government, regulatory bodies, management, peers, staff and the general public.
15. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
17. Knowledge of collective bargaining process.

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
