

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE FACILITIES & ENERGY MANAGEMENT DIVISION - STRATEGIC PLANNING, CAPITAL AND COMPLIANCE- LOCATION – HYBRID: WORK FROM HOME & LISTER BLOCK, 28 JAMES STREET NORTH)

SENIOR PROJECT MANAGER, COMPLIANCE

SUMMARY OF DUTIES

Reporting to the Manager of Strategic Planning, Capital and Compliance, the Senior Project Manager, Compliance will assume accountability and responsibility for the oversight of compliance programs, infrastructure improvement projects, as well as Building Condition Assessments (BCAs), planning for implementation and maintenance of regulatory programs under the Corporate Facilities & Energy Management Division. Working across various teams, including the Office of Energy Initiatives, this leader will collaborate to develop tools and guidance to help support the development & transition of corporate facilities capital delivery to support green buildings and the City's path to Net Zero by 2050.

Accountable for gap analysis of compliance related programs and developing and/or coordinating actions to address non-compliance findings and developing programs to ensure regulatory compliance as they relate to the efficient maintenance and operation of City facilities.

Responsible for the front-end planning of facilities projects including but not limited to: overseeing the gathering of regulatory and due diligence documentation such as designated substance surveys, geotechnical surveys and environmental investigations; Building Condition Assessments, infrastructure repairs and improvements, as well as opportunity for green building design & procurement, and exploring capital funding sources such as grants from other levels of government.

Accountable for ensuring that the activities undertaken, and the services provided by the Compliance team are provided in the most effective and efficient manner in accordance with applicable regulations/guidelines and are consistent with the City of Hamilton Mission, Vision, and Values and environmental objectives and targets.

Prepares and reports on the group's services and staff performance against established benchmarks, including coordinating completion of SPCC Sectional Reports. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

GENERAL DUTIES

Responsible for referencing internal and external green building design standards in collaboration with the Office of Energy Initiatives and the Office of Climate Change Initiatives and collaborating to develop tools and guidance, related to legislation, to sectional capital project teams.

Responsible for coordinating grant applications from other levels of government to fund capital projects.

Identifies, develops and coordinates divisional communication strategies and compliance training programs to increase awareness of staff regarding their legislative responsibilities.

Responsible for liaising with and providing support to outside agencies and regulatory bodies such as the Ministry of Environment, Conservation and Parks, Ministry of Labour, TSSA, ESA, Building Department (Ontario Building Code), Planning Department (Site Plan Control, Planning Act), Hamilton Fire Department (Fire Code), Resource Productivity & Recovery Authority (RPRA), etc.; oversees the overall process including finding and implementing preventive/corrective actions.

Meets regularly with internal Project Managers, as well as Architects and Consulting Engineers and other

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consultants, to plan for compliance with Federal/Provincial EHS law, AODA requirements and City By-Law/Guideline(s) requirements, as well as consideration of infrastructure lifecycle renewal intervals and green building standards. Provide Contract Administration on assigned projects.

Manages the administrative components of assigned projects including the preparation/coordination of regulatory reports, monitoring of required actions and other related internal and external regulatory documentation and record keeping, including contributing to the City's corporate document management system(s).

Works in accordance with the City's Procurement By-Law, such as through participation in RFP evaluation committee and consulting roster.

Implements and manages comprehensive internal compliance and internal audit programs, including establishing audit plans, schedules and audit teams.

Consults with municipal, provincial, and federal government agencies as well as with consultants, other public and private sector groups relevant to assigned projects and investigations as required.

Oversees and coordinates the review of applicable Health and Safety and Environmental regulations, licensing and accreditation requirements to ensure legislative compliance.

Advises Senior Management of the impact of upcoming and existing legislation, guidelines and policies pertaining to the Section. Oversees the preparation of training material for staff within the Capital and Compliance Section.

Reviews and submits reports on the status of projects, tasks, and overall benefits of project activities to the Manager of Strategic Planning, Capital and Compliance. Prepares oral and written presentations to management on regulatory compliance programs and audit findings, required actions and recommendations.

Identifies and advises on communication strategies to ensure consistent application of policies and procedures directed to divisional staff, top management and owner (Council) to ensure divisional regulatory compliance.

Coordinates front-end planning of facilities' projects including but not limited to: overseeing the gathering of due diligence documentation such as designated substance surveys, geotechnical surveys and environmental investigations, undertaking infrastructure renewals projects, annual Building Condition Assessments, etc.

Prepares oral and written presentations to the Division Managers, Council and Conferences.

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 the position.

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described, normally acquired through a University Degree or College Diploma in Building Sciences, Environmental Sciences, Architecture, Engineering, Business, Health & Safety, or an equivalent combination of education and relevant work experience. PMP designation is an asset. IFMA designation(s) or training (e.g., FMP, CFM) is an asset. Green Building professional designations (e.g., LEED certified, from Canadian Green Building Council) are an asset. Lean Six Sigma Green Belt training is an asset.
2. Must be able to demonstrate through past work experience: knowledge, interpretation and application of Ontario Building Code, Health and Safety Regulations and Municipal, Provincial and Federal Environmental Acts, Regulations, By-Laws, and guidelines that apply to Facility Management and Construction. Ability to analyze data & technical reports related to Facilities Management. A demonstrated knowledge of green

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building labelling, design and performance standards is an asset.

3. Demonstrate a record of leadership and guidance, technical competence, collaboration, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment. Demonstrates a commitment to ongoing excellence and continual improvement. Experience supervising staff is an asset.
4. Excellent verbal and written communication experience with all levels, including experience delivering presentations. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff, and the general public.
5. Demonstrated financial literacy, including experience with capital budgets. Demonstrated experience applying the City's Procurement By-Law, such as participation in RFP evaluation committee and consulting roster is an asset. Experience coordinating grant applications from other levels of government is an asset.
6. Progressive skills and experience including problem-solving, analysis, planning, implementation and program management.
7. Experienced in designing and delivering customer focused programs and services.
8. Working knowledge of computer software applications, Word, Excel and Microsoft Project applications. Knowledge of Asset Management software is preferred.
9. Ability to maintain complete project records and to deal effectively with issues and matters that may have the potential to lead to litigation.
10. Proven organizational skills and the ability to work to very tight deadlines and competing priorities.

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