

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(CORPORATE ASSETS & STRATEGIC PLANNING DIVISION – FACILITIES MANAGEMENT & CAPITAL PROGRAMS - LOCATION - LISTER BLOCK, 28 JAMES STREET NORTH)

SENIOR PROJECT MANAGER, CAPITAL WORKS - FACILITIES

SUMMARY OF DUTIES

Reporting to the Manager of Planning, Capital & Compliance, the Senior Project Manager, Capital Works will assume accountability and responsibility for the overall management of capital works related to construction, expansion and upgrades of the City's facilities under the Facility Management and Capital Programs Section.

Provides leadership in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients. Recommends improvement strategies in the delivery of project management services to meet mandated goals and objectives.

Accountable for ensuring that Corporate and Recreation construction projects are delivered in accordance with legislative requirements, related contract documents, City, Provincial and Federal guidelines through effective use of financial and staff resources. Using a "best practices" approach, develop and deliver quality customer focused project management services in a timely and cost effective manner.

Responsible for the provision of contract management services on capital works projects through the direction of in house staff and external consultants and contractors.

Prepares and reports on the group's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to subordinate staff.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment. Demonstrates a commitment to ongoing excellence and continual improvement.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the delivery of the facility capital portfolio including asset renewal, lifecycle replacement, new construction, renovations & alterations, facility upgrades and expansion projects. You will also monitor the overall capital program to ensure quality, cost effective and timely service delivery and legislative compliance.

The Senior Project Manager, Capital Works is accountable to the Manager of Planning, Capital and Compliance for ensuring that services are provided in accordance with City, Provincial, and Federal guidelines, with minimal disruption to clients and the public, and in the most effective and efficient manner possible

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides creative leadership and direction to subordinate staff. Promotes teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives. Oversee the Project Managers and Accommodation Coordinators.

Portfolio management including allocating and managing assigned capital projects. Oversees capital projects including but not limited to feasibility studies, conceptual design, budgeting, Environmental Assessment, preliminary

design, regulation approvals, design, construction, commissioning, and project close-out.

Develops strategies, plans, policies, and processes to guide the development and improvement of the business unit.

Assists in the development of procedures for improved Project Management processes, stewardship and accountability, risk management, financial efficiency while ensuring that section, division and department objectives are accomplished.

Develops and delivers contract management services to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission, Vision, and Values.

Ensures projects are managed in compliance with City, Provincial and Federal guidelines and standards including the necessary monitoring, analysis, reporting and follow up of all aspects of the works in a timely manner.

Oversees the preparation of annual budgets, projects, tender documents, tendering services and award of contracts as well as approval of contract change orders, payment certificate, bonds, insurance and all associated financial requirements related to capital works following specific City procedures as required.

Provides supervision and direction to subordinate staff, including recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills.

Using a "best practices" approach, delivers quality customer-focused services in a timely and cost effective manner.

Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, with a commitment to excellence and continual improvement.

Provides input in the preparation of the Capital Budgets and development of project schedules.

Researches and reviews current practices and guidelines for management of the City's corporate and recreation facilities.

Liaises with the general public, elected officials, other area municipalities, consultants, developers and other levels of government on issues relating to the direct responsibilities of this position.

Represents the City at various meetings with the contractor/operator, consultants, regulatory bodies and the general public.

Manages projects and contracts as assigned.

Monitors work performed by contractors and consultants, arbitrate problem areas and alter/negotiate amount payable for services rendered. Approves invoices for payment. Recommends contract extensions or terminations.

Performs other duties as assigned which are directly related to responsibilities of this position.

Works in accordance with and ensures that all employees, contractors and consultants 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. Extensive knowledge of the theories and practices of Construction Engineering/Management normally acquired through the completion of a combination of a University Degree in Architectural Studies or Engineering with demonstrated relevant experience related to the duties described. PMP designation

preferred.

2. Demonstrates extensive knowledge of project management theories and asset management theories, practices and trends to effectively manage the facility capital portfolio, large contracts and projects, including reviewing, approving and implementing work plans, project budgets, and project schedules.
3. Supervisory and/or management experience gained through progressively responsible positions in the area of portfolio and project management.
4. Knowledge of Facility Management and its nine core competencies with a focus on Project Management and Human and Environmental Factors.
5. Previous experience in a municipal environment preferred.
6. Highly developed ability to articulate a vision to lead and inspire others.
7. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
9. Experienced in developing and delivering customer focused programs and services.
10. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of laws, statutes, regulations and by-laws affecting construction and facility management.
12. Knowledge of collective bargaining process.
13. Working knowledge of computer software applications including MS Office. Experience with Asset Management software and CAFM software preferred.

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