

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT **(HAMILTON WATER DIVISION – DIRECTOR’S OFFICE – LOCATION – 77 JAMES ST. N.)**

SENIOR PROJECT MANAGER, HAMILTON WATER

SUMMARY OF DUTIES

Reporting to the Director of the Hamilton Water Division, the Senior Project Manager is responsible for providing key support and acting as a resource to the Director.

Coordinates and manages projects that are of a Divisional and strategic nature and focused on Divisional objectives; provides support to high priority initiatives or Divisional programs.

Coordinates Process Improvement projects within the Division.

Researches and participates in operational planning and the development of strategic initiatives; assists the Director in implementing organization change management.

Assists the Director in developing agendas and participates in Divisional Senior Management meetings.

Coordinates the development and review of strategic briefings to the Director; and Council reports and presentations.

Leads or participates in multi-disciplinary teams and represents the Director on corporate, departmental, and Divisional committees and project teams as directed.

The Senior Project Manager will possess a demonstrated record of performance, leadership, diplomacy, technical competence, customer focus, innovation/creativity, team advocacy and commitment to results. The incumbent will have a high level of personal integrity and will be an excellent communicator.

GENERAL DUTIES

The Senior Project Manager oversees and/or leads special projects utilizing cross-functional Divisional work teams as directed by the Director and Divisional Senior Management.

The Senior Project Manager will:

Participate in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address Divisional, departmental, and corporate initiatives.

Interact with consultants on Divisional projects including the preparation of specifications and terms of reference, overseeing the collection of data and reviewing/commenting on consultants' reports and recommendations.

Participate in the development and implementation of the Divisional operational (work) plan that includes goals, objectives and performance indicators for organizational units; and monitor and prepare reports as required.

Assist in the implementation of initiatives oriented to improve the efficiency and effectiveness of Divisional operations.

Provide research and analysis on pertinent issues, develop policy or make recommendations for appropriate action to the Director.

Receive and answer inquiries from the public, other City departments, outside agencies, other governments, consultants, contractors and vendors.

Liaise with other City departments and external agencies such as the Ministry of Environment, neighbouring Municipalities, and stakeholder groups as it relates to Divisional matters.

Monitor and control operating and capital expense budgets for assigned projects and initiatives.

Prepare purchase order requests and other documentation for the purchase of goods and services for the implementation and support of various activities.

Write reports, prepare and deliver presentations, facilitate meetings, and compose correspondence related to major responsibilities.

In the absence of the Director, liaise directly with the Acting Director.

Perform other duties as assigned that are directly related to the major responsibilities of the job.

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

Proven experience and knowledge of applicable theories, practices and trends in the water and wastewater industry, normally acquired by attaining a degree or diploma in an accredited Civil or Environmental Engineering program, Science program, or a relevant discipline or a combination of relevant education and work experience.

Minimum five (5) years demonstrated experience in a public sector environment with experience and responsibilities for policy/program initiatives and analysis, project management, and change management strategies.

Must be self-motivating and capable of working independently and as part of a team. Must excel at planning, organizing, and implementing projects.

Extensive relevant experience in the municipal water or wastewater industry is required.

Demonstrated financial management skills including the development, implementation and monitoring of budgets.

Thorough knowledge and understanding of statutes, regulations, and by-laws affecting the Division (e.g. acts/regulations including but not limited to the Environmental Protection Act, Ontario Water Resources Act, Nutrient Management Act, Safe Drinking Water Act, and Occupational Health & Safety Act).

Highly effective leadership, facilitation, communication, presentation, conceptual problem-solving, interpersonal and organizational skills, with the ability to multi-task and adopt quickly to change.

Demonstrated experience and ability to lead or participate in cross-functional teams, foster cooperative and collaborative working relationships and to take multi-partner projects to successful completion.

Knowledge of Divisional programs and services; the City's role, function, legislative and policy framework; and current issues affecting local government with an understanding of public sector management accountability framework.

Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Power Point, & Outlook), and spatial applications such as GIMS/Geomedia.

Excellent written and verbal communication skills and a demonstrated ability to convey issues and concepts in a convincing manner.

Demonstrated ability to maintain confidentiality, exercise good judgment and discretion in dealing with politically sensitive and labour relations matters.

Ability to work outside regular business hours, as required.

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

NOTE:

As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Reference Check or Vulnerable Sector Screening, at their own expense, prior to beginning work in this position.

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