

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT (HAMILTON WATER - WATER DISTRIBUTION & WASTEWATER COLLECTION - LOCATION – 330 WENTWORTH ST. N.)

PROJECT MANAGER, WASTEWATER & STORMWATER COLLECTION– CUPE 1041

OVERVIEW

Reporting to the Superintendent, Water Distribution & Wastewater Collection, manages specific Corporate, Departmental, Divisional, and Sectional projects and investigations, seeking new methods, systems or techniques to support continuous improvement in the delivery of wastewater and stormwater collection services to the City and to the public.

Accountable for ensuring that project management is delivered through the effective and efficient use of financial and staff resources. Uses a best-practice approach in delivering quality service in a timely and cost-effective manner. Ensures that customer service focus is a priority in project management activities and in project deliverables.

Responsible for managing projects and contracts in a variety of staff resource configurations ranging from individual work to leadership of cross-departmental work teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings.

The Project Manager uses a “best practices” approach in seeking new methods, systems, research and analysis to support continuous improvement in the operation and maintenance of the wastewater and stormwater collection systems managed by Hamilton Water.

GENERAL DUTIES

The Project Manager is to assume accountability and responsibility for the performance and strategic direction of the Sewer Lateral Cross Connection program to ensure service quality, cost effective and timely service delivery, and legislative compliance.

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

Develop specific projects, programs, and investigative assignments related to the wastewater or stormwater collection system managed by Hamilton Water. Make recommendations to the Superintendent and Manager on project priorities, means of resourcing, and related cost implications.

Define and document project requirements and develop the project charter, scope, deliverables, timelines, resource requirements, and identify project risks. Confirm commitment from the project sponsor, stakeholders, and project team members.

Administer and monitor the budget for projects, and consulting assignments in accordance with established Corporate procedures, ensuring that project expenditures are within budgeted levels.

Prepare and administer various construction, inspection, and maintenance contracts. Review tenders and/or quotations and recommend the award of the contract to the appropriate bidder while ensuring that specifications are upheld. Prepare and approve requisitions as appropriate.

Create and implement tools and processes for staff to monitor and evaluate work activities / organizational performance.

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Initiate and direct the investigation and/or evaluation of new technologies related to wastewater and stormwater collection systems maintenance, and the investigation of sewer lateral cross connections.

The Project Manager is accountable to the Superintendent for ensuring that the wastewater and stormwater collection system improvement initiatives are consistent with the City of Hamilton Mission and Vision.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Prepare oral and written reports on the status of projects, tasks, staff performance, fiscal status and overall benefits of project activities for the Superintendent, senior management and/or Council.

Consult or undertake liaison with Municipal, Provincial, and Federal government agencies as well as with other public and private sector groups relevant to assigned projects, contracts, and investigations.

Attend public meetings and may be asked to present the City's position/actions to the public, media and outside government bodies.

Act as Superintendent, Water Distribution & Wastewater Collection when required.

Perform other duties as assigned which are directly related to the normal functions of the job.

QUALIFICATIONS

1. 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.
2. Registered member or eligible for membership in the Project Management Institute as a Project Management Professional (PMP) would be an asset.
3. Proven experience in the water and wastewater industry with a thorough understanding of wastewater and stormwater collection operations and technologies as they relate to the maintenance of such systems.
4. Previous project management experience encompassing entire project lifecycles from project design through successful implementation.
5. Demonstrated ability to plan, organize and lead projects and project teams.
6. Ability to challenge, lead and inspire others to excel in an environment that fosters teamwork and innovative approaches to problem resolution.
7. Must be able to work in an independent and confidential manner, making sound judgements based on results of research and/or fieldwork.
8. Financial skills including budgeting, forecasting and reconciliation.
9. Must have above average analytical and problem-solving skills, and the ability to work with very tight deadlines and competing priorities.
10. Must possess excellent verbal and written communication, presentation, interpersonal, and organizational skills.

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11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Ability to maintain complete project records and to deal effectively with issues and matters that may have the potential to lead to litigation.
13. Must have a broad knowledge of City of Hamilton By-Laws, the Occupational Health & Safety Act, relevant environmental regulations, the Drainage Act, the Safe Drinking Water Act, the Ontario Water Resources Act, and other relevant governing acts and regulations.
14. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Outlook, and PowerPoint), and spatial applications such as GIMS/Geomedia.
15. Proficiency utilizing computer maintenance management systems (e.g. HANSEN), is an asset.
16. Must have a valid Class "G" Driver's Licence and the provision of a car by individual for use on the job.

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