

# CITY OF HAMILTON

## **PUBLIC WORKS DEPARTMENT**

**(CORPORATE ASSETS & STRATEGIC PLANNING DIVISION – LOCATION – 77 JAMES ST N, SUITE 400)**

### **MANAGER, WATERFRONT DEVELOPMENT**

#### **SUMMARY**

Reporting to the Director Strategic Planning, the Manager of Waterfront Development will provide leadership to subordinate staff, in a multi-functional team engaged in delivery and direction of services to the public and internal and external clients, stakeholders and partners. Recommend policy and improvement strategies in the delivery of services to meet mandated goals and objectives.

Accountable for ensuring those strategic initiatives, policies, programs and waterfront development activities are delivered in accordance with established guidelines through the effective and efficient use of financial and staff resources. Using a "best practices" approach, develop and deliver quality services in a timely and cost effective manner. Instill a customer services focus in the Section. Delivery of programs in accordance with City and Provincial guidelines, consistent with the City of Hamilton Mission, Vision, Corporate Strategic Priorities, Culture and other relevant policies.

Prepare and report on the Section's services, financial, administrative and staff performance against established benchmarks. Develop Key Performance Indicators to track performance and to assist with recommending improvements. Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example. Function as mentor to subordinate staff and an advisor to Council and the community.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and be committed to results.

Possess a high level of personal integrity, ethics and be an excellent communicator.

#### **RESPONSIBILITIES**

You will assume responsibility for the Waterfront Development section and delivery of the waterfront capital program to meet Corporate strategic priorities, the growing needs of the residents, client departments and businesses in the City of Hamilton. Monitor the progress of programs to ensure service quality, best practices, cost effective and timely service delivery. Develop Key Performance Indicators for the planning and delivery of the waterfront program. Ensure value for investments, related to the constructed waterfront works.

The Manager is accountable to the Director of Strategic Planning, for ensuring the program is delivered in accordance with city and provincial standards, legislative compliance, with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

#### **GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)**

Provide creative leadership and direction to staff within the Section. Promote teamwork and integration between internal and external parties participating in cross functional and cross program initiatives.

Develop plans, policies and programs for Public Works as required. Monitor the progress of comprehensive, interdependent development and planning initiatives by ensuring safety, service and quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision. Make recommendations to the Director, Divisional Director and General Manager of Public Works on project priorities, resources and related cost implications.

Assume responsibility for the overall design and development of waterfront parks, marinas, breakwater, shorelines, piers, parking, wayfinding, public open spaces, plazas, pedestrian areas, trails, related servicing or other strategic initiatives including liaising with associated maintenance staff to co-ordinate design and maintenance requirements.

Responsible for establishing project capital budget estimates, ten year capital forecasts and detailed design services associated with the design and development of projects.

Identify acquisition requirements for property or easements where applicable and provide the co-ordination to design project program.

Ensure projects are developed and designed in compliance with City, Provincial, and Federal guidelines including the obtaining of any project approvals or permits required to tender projects in a timely manner.

Prepare documents for review and inclusion in the Official Plan By-laws and Zoning as related to program development, where applicable.

Responsible for the review and comment of related Subdivision or Development Agreements, to ensure waterfront parkland or open space requirements/standards are included within the agreements and related budgets.

Manage the quality assurance and quality control program for project construction.

Prepare waterfront open space, parkland, marina docks/piers, shoreline, breakwater, servicing, works yard, parking, wayfinding, promenade, boardwalk, and trail projects to be included in the City of Hamilton Development Charges By-Law to ensure revenues are collected for the future needs of related projects.

Provide project management services including the selection and management of consultants, project management firms and the development of standards for work performed by consultants. This includes, but is not limited to the selection and monitoring of consultant on-going performance.

Provide project management services including the tendering and management of contractors and ensure quality of the constructed product versus the design and related design standards. This includes, but is not limited to the selection and monitoring of contractors' on-going performance.

Establish, update and maintain design criteria, specifications and standards used in, but not limited to the design and construction of waterfront parks, marinas, shorelines, breakwater, docks, piers, parking, wayfinding, open spaces, plazas, pedestrian streetscapes and bridges, trails and related servicing.

Develop policies for Waterfront open space planning.

Provide assistance and technical direction to staff of the Public Works Department or other corporate staff that require design or project management assistance in supporting the waterfront program.

Provide guidance and general supervision to staff, including the development of standard procedures and the provision of training programs to upgrade and maintain staffing skills.

Liaise with special interest, client groups, stakeholders, partners, elected Councillors, attend public meetings and undertake presentations including to City Council, to obtain input on design proposals, approvals, or provide progress updates.

**QUALIFICATIONS:**

1. University Degree in Landscape Architecture and eligible for full membership with the Ontario Association of Landscape Architects OR, University Degree in Civil Engineering and eligible for membership with the Professional Engineers of Ontario. Experience in developing policies and programs, planning, design and construction of waterfront parks, marinas, docks/piers, breakwaters, related servicing, parking, pedestrian bridges, open space, trails and pedestrian streetscape development projects.

2. Must be able to demonstrate significant relevant experience related to the duties described.
3. Extensive knowledge of design, open space development and asset management theories, scheduling, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans developing project charters and project capital budgets.
4. Extensive knowledge of Operating Budgets, monitoring costs related to the team, overtime, office costs, conference and training requests versus annual funding.
5. Highly developed ability to articulate a vision to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
8. Experienced in developing, design management and delivering customer focused programs and services.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Working knowledge of computer software and Computer Aided Design (CAD) applications.