

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(WATERFRONT DEVELOPMENT - CAPITAL ASSETS AND STRATEGIC PLANNING – LOCATION – 77 JAMES ST. N.)**

#### **SENIOR PROJECT MANAGER – WATERFRONT DEVELOPMENT**

##### **SUMMARY OF DUTIES**

Reporting to the Manager of Waterfront Development, the Senior Project Manager (SPM) – Waterfront Development will provide leadership to consultants, project management firms, and project managers, in a multi-functional workforce engaged in delivery and direction of services to the public, internal staff and external clients, stakeholders, and partners.

Accountable for ensuring that projects from inception to construction, including: planning, design and estimating, tendering, and contract administration activities are delivered in accordance with city and provincial guidelines through the effective and efficient use of financial and staff resources. Using approved protocols and a "best practices" approach, develop and deliver quality services in a timely and cost effective manner.

The SPM is responsible for the planning, design, construction, and contract administration of waterfront related Capital Works, including but not limited to: municipal services (sewer, road and water), public spaces (parks, trails, open spaces, plazas, and pedestrian streetscapes); and, marinas/shoreline works (breakwater structures, shoreline remediation, docks and piers) through the direction of in-house staff, consultants and project management firms.

The SPM shall:

- Implement strategies to improve effectiveness and efficiency; e.g. develop Key Performance Indicators for the planning and design of the waterfront program track performance, client satisfaction and to assist with recommending improvements.
- Ensure value for investments, related to the waterfront works.
- Set above average standards and lead by example. Function as a technical resource to the manager, staff stakeholders and partners.
- Instill a customer service focus with staff stakeholders and partners.
- Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, and be committed to results.
- Possess a high level of personal integrity, ethics and be an excellent communicator.

##### **RESPONSIBILITIES**

The SPM role is responsible and accountable for the planning, design, construction and contract administration of waterfront related Capital Works including but not limited to: municipal services, public spaces, and marinas/shoreline works. The delivery of these projects shall be in accordance with municipal, provincial and federal standards with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission, Vision, Values and Goals.

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

Ensure that projects from inception to construction are delivered in accordance with city, provincial guidelines and federal legislative requirements through the effective and efficient use of financial and staff resources. Using approved protocols and a "best practices" approach, develop and deliver quality services in a timely and cost effective manner consistent with the City of Hamilton Mission, Vision, Values and Goals

Facilitate the planning, design, construction and contract administration of waterfront related Capital Works including but not limited to: municipal services (sewer, road and water), public spaces (parks, trails, open spaces, plazas, and pedestrian streetscapes); and, marinas/shoreline works (breakwater structures, shoreline remediation, docks/piers) through the direction of in-house staff, consultants and project management firms.

Prepare, scope, and cost capital project budget submissions. Assist the Manager in preparation and monitoring of internal budgeting and preparation of budget and status update reports for Council.

Provide creative leadership and direction of services to related intra- and inter-departmental staff and external clients, stakeholders and partners. Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency and ensure that section, division, department and corporate objectives are accomplished.

Ensure co-ordination of activities on projects including but not limited to: utility work, other municipal projects, public meetings and notification, project and related waterfront stakeholders, and planned public events.

Provide project management of consultants, project management firms, or design/build firms, and establish standards for work performed through establishment of Key Performance Indicators and implementation of a performance appraisal system.

Maintain control and monitoring of projects including project stages to ensure completion within established timelines, the approved budget, and spending authority including recommending for any required budget adjustments to the Manager of Waterfront Development.

Review, engage in, recommend and update design standards and guidelines as required.

Recommend improvement strategies in the delivery of services to meet mandated goals and objectives.

Provide related services and technical assistance to staff of the Corporate Assets and Strategic Planning Division, Public Works Divisions, other corporate staff, or stakeholders/partnership agencies that require the Waterfront section's assistance or services. Perform other duties as assigned which are directly related to the responsibilities of the position.

Provide and encourage creative leadership and direction of services to internal staff and external clients, stakeholders and partners.

Recommend and implement procedures for, and maintain, public relations through: internal staff, external clients, stakeholders, partners, consultants, project management or design/build firms. Liaise with client groups, stakeholders, partnership agencies, elected Councillors, attend public meetings, and undertake presentations including to City Council, to obtain input on projects, or provide progress updates.

## **QUALIFICATIONS**

1. Extensive knowledge of the design and construction of municipal servicing and public realm related infrastructure including approval protocols and construction management acquired through the completion of a University Degree in Civil Engineering or Landscape Architecture or completion of an Engineering Technologist Diploma; each with demonstrated relevant and progressive experience related to the duties described.
2. Membership with the Professional Engineers of Ontario, the Ontario Association of Landscape Architects, or Ontario Association of Certified Engineering Technicians and Technologists is required.
3. Demonstrated progressive experience managing municipal design and construction projects including contract administration. Demonstrated experience preparing and reviewing project/capital budgets, workplans, RFP documents and tender/contract documents.
4. Thorough knowledge and understanding of standards and requirements, statutes, regulations and by-laws affecting the department/section.

5. Effective leadership, facilitation, communication, presentation, interpersonal and organizational skills and a demonstrated ability to effectively manage multi-disciplinary staff stakeholder groups, partners, consultants, project management firms, or design/build firms.
6. Ability to communicate effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. Working knowledge of computer software applications.