

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(ENVIRONMENTAL SERVICES DIVISION – FORESTRY & HORTICULTURE – LOCATION –
77 JAMES ST. N., Suite 400)

SENIOR PROJECT MANAGER, CAPITAL PROJECTS (FORESTRY & HORTICULTURE)

SUMMARY OF DUTIES

Reporting to the Manager of Forestry & Horticulture the Senior Project Manager will provide leadership to subordinate staff in a team environment that will co-ordinate and provide expert advice regarding Horticulture and Forestry capital projects and programs.

The incumbent will be responsible for the planning and implementation of Forestry and Horticulture Capital works. The Senior Project Manager will be responsible for the development of Request for Proposals, Quotations and Tenders related to the Forestry and Horticulture capital program.

Accountable for ensuring that construction activity is delivered in accordance with City and Provincial 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. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as a mentor to subordinate staff.

Researches and participates in operational planning and the development of strategic initiatives; assists the Manager to implement organization change management.

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.

GENERAL DUTIES

Develops strategies, plans and policies to guide capital project projects considering growth needs, operational costs, capital costs, partnership opportunities, and the municipal role. The Senior Project Manager oversees and/or leads special projects utilizing cross-functional work teams as directed by the Manager and Director.

Develops specific program solutions considering need, design options, capital costs, impact on operational budget, and user satisfaction.

Develops integrated project schedules that meet the needs of operations, facility users and construction contract schedules.

Liaises with Corporate Assets and Strategic Planning on the completion of appropriate design work to complete projects.

Prepares, Requests for Proposals, Quotations and Tenders

Allocates and manages assigned capital projects.

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

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

Provides construction management services for the delivery of the Horticulture and Forestry capital construction projects, including the co-ordination of quality assurance and quality control for construction projects. Ensures projects are constructed in compliance with City, Provincial and Federal regulations or guidelines with minimal disruption to the public and in the most effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Provides project management of consultants and the development of standards for work performed by consultants.

Oversees the commissioning of capital projects including coordination of specifications, site meetings, scheduling, verification of contractor progress payments and deficiency documentation.

Responsible for the performance of contractors on construction projects including recommending and implementing a contractor's performance appraisal system and associated contractor project or construction contract reviews.

Liaise with other City departments and external agencies such as the Ministry of Environment, Conservation Authorities, neighbouring Municipalities, and stakeholder groups as it relates to Horticulture and Forestry 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.

Provides supervision and direction to subordinate staff.

Recommends procedures; maintains control and monitoring of projects to ensure projects are completed within the required construction schedule, within the approved budget and spending authority including recommending for any required budget adjustments to the Manager.

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

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

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.

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

QUALIFICATIONS

1. Proven experience and knowledge of applicable theories, practices and trends in Horticulture and Forestry, normally acquired by attaining a degree or diploma in an accredited Horticulture or equivalent or a combination of relevant education and work experience.

2. Extensive demonstrated experience in Horticulture including technical knowledge required to co-ordinate the planting and maintenance of various Horticulture programs and greenhouse operations.

3. 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 with a focus on Horticulture and Forestry Operations.
4. Experience in the planning and implementation of capital projects including the future development and redevelopment of municipal recreation facilities. Experience in the allocation and the management of assigned capital projects and implementation strategies to improve project management effectiveness and efficiency.
5. Must be self-motivating and capable of working independently and as part of a team. Must excel at planning, organizing, and implementing projects.
6. Demonstrated ability to effectively manage multi-disciplinary staff in a results oriented environment; highly effective leadership, facilitation, communication presentation, interpersonal and organization skills and an ability to articulate a vision, empower staff, lead and inspire a team
7. Extensive knowledge of capital project management theories and practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
8. 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, Municipal Act, and Occupational Health & Safety Act).
9. Highly effective leadership, facilitation, communication, presentation, conceptual problem-solving, interpersonal and organizational skills, with the ability to multi-task and adopt quickly to change.
10. 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.
11. Computer literacy and proficiency utilizing Microsoft products (Word, Excel, Power Point, & Outlook), and other software programs which may be required by the Environmental Services Division.
12. Excellent written and verbal communication skills and a demonstrated ability to convey issues and concepts in a convincing manner.
13. Possess excellent public relations, report writing, and presentation skills and demonstrate the ability to lead and participate on diverse teams.
14. Possess a demonstrated record of technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment.
15. Possess a high level of personal integrity and be an excellent communicator.
16. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
17. 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.

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