

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – GEOMATICS & CORRIDOR MANAGEMENT - LOCATION – 100 KING ST W, SUITE 200

PROJECT MANAGER, CORRIDOR MANAGEMENT (ROAD RESTORATIONS) - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Senior Project Manager of Corridor Management. The Project Manager, Corridor Management (Road Restorations) will provide leadership to subordinate staff, in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients.

Accountable for establishing and achieving department goals and objectives 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 service focus with subordinate staff.

Evaluates and reports on the Section's service, financial, administrative and staff performance against internal and external benchmarks. Designs and implements strategies to improve effectiveness and efficiency. Sets above average standards and lead by example.

Responsible for the permanent restoration of utility cuts in asphalt and concrete pavement, sidewalks, curbs, driveway approaches and greenspace within the City's Right of Way, through the direction of in-house staff, contractors and consultants.

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

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

GENERAL DUTIES

You will assume accountability and responsibility for the approval, management and tracking of utility related road restorations and field oversight of projects from gas, telecommunications, hydro, cable companies and other public and private installations. You will ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major program initiatives and policies.

The Project Manager, Corridor Management (Road Restorations) is accountable for ensuring that field delivery and programming initiatives are consistent and in accordance with City and Provincial standards with minimal disruption to the public in an effective, efficient manner consistent with the City of Hamilton Mission and Vision.

Provide construction management services for the delivery of restoration projects. Ensure projects are constructed in compliance with City, Provincial and Federal regulations or guidelines.

Deliver construction management to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton Mission and Vision.

Develop the use of the various management systems as planning and production tools for ROW management as well as budget preparation and monitoring. Work directly with other departments to facilitate interdepartmental co-ordination of ROW management initiatives.

Coordinate directly with the Design and Construction Sections of Engineering Services to align capital programming from external Utility companies and to ensure timely response to City capital programming requirements.

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Initiate and direct the investigation and/or evaluation of new technologies related to utility infrastructure, including the development of research agreements with research institutes.

The Project Manager will direct and oversee consultant assignments as required including the preparation of terms of reference, oversee the collection of data and review/comment on consultants submissions.

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

Respond to issues and queries raised by Council as channelled through the Director.

Perform other duties as assigned which are directly related to the responsibilities of the position.

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

1. Proven knowledge of ROW management theories, practices and trends related to utility infrastructure normally acquired by obtaining a degree in civil engineering or by attaining an engineering technologist diploma, or equivalent combination of education and work related experience.
2. Extensive knowledge of utility and water/wastewater infrastructure systems specifically with respect to existing conditions, required legislative separations, installation methods and materials.
3. Demonstrated experience related to project management in construction, preferably in a municipal environment.
4. Background in structural projects an asset.
5. Proven knowledge and experience of engineering and asset management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
6. Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and be committed to results.
7. Possess a high level of personal integrity and be an excellent communicator, both verbally and in writing.
8. Preference will be given to applicants with membership with the Professional Engineers of Ontario or eligible for certification or membership with the Ontario Association of Certified Engineering Technicians and Technologists.
9. Ability to mentor subordinate staff.
10. Ability to provide technical direction to sub-staff.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
12. Demonstrated ability to effectively direct a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
13. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
14. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
15. Working knowledge of computer software applications.
16. Must possess a valid Class "G" Driver's Licence and have available a reliable vehicle.

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