

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(ENGINEERING SERVICES DIVISION – GEOMATICS & CORRIDOR MANAGEMENT – LOCATION - 77 JAMES ST. N.)

SENIOR PROJECT MANAGER – TECHNICAL SERVICES

SUMMARY OF DUTIES

Reporting to the Manager, Geomatics & Corridor Management. Engage with all affected sections of the City and external agencies, bodies and committees to manage activity within the City of Hamilton's public rights of way. Provides creative leadership to staff, in a multi-functional workforce engaged in delivery of services to the public and internal clients. Promotes a service-oriented culture and focus within the Section. Promotes teamwork and integration within the Geomatics and Corridor Management Section, with customers and with other parties participating in cross-functional and cross-program initiatives.

The Senior Project Manager is responsible for developing systems and delivering the divisions mapping / air photo program, Digital Terrain Modelling data and Utility infrastructure layers.

Develops a multi-year capital budget that incorporates the required mapping / air photo projects to meet the needs of the development industry and the City.

Provide supervision, direction and performance management to subordinate staff, including developing, recommending and implementing standard procedures and the provision of training programs to upgrade and maintain skills.

Prepares and/or evaluates the requirements of technical reviews and assignments related to engineering services systems (CAD, GIS, Document Management, Databases, Web Systems).

The Senior Project Manager shall ensure that capital engineering plan production activities are delivered in accordance with City capital program schedules; development related schedules and assigns resources to meet production goals.

Recommends system upgrades, enhancements, and data management techniques to maximize the division's efficiency and position the corporation correctly for the future.

Aids in the preparation of Sectional reports identifying how the group performed against established benchmarks related to services, financial, administration and staff performance.

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

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

GENERAL DUTIES

Assume the day to day responsibilities for the plan production to facilitate delivery of the Public Works capital program, corporate functional projects and long range planning. You will be responsible for allocating resources to ensure the timely delivery of capital and functional projects.

You will assume accountability and responsibility for the development, management and upgrading of divisions CAD, GIS, Web, document management and archival tools. You will ensure service quality, cost effective and timely service delivery and legislative compliance. Develop and monitor major program initiatives and policies.

The Senior Project Manager will be required to review and approve all Digital Terrain Modelling projects to meet to the City's standards including performing computer modelling.

You will advise and coordinate mapping acquisition projects, spatial data management systems in coordination with City Capital Programming. Make recommendations to the Manager on project priorities, means of resourcing and related cost implications.

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

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

Liaise with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups.

Participate on various Corporate committees as required.

Receive and answer inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.

Write Council reports and compose correspondence related to major responsibilities.

Direct, supervise and train subordinate staff (Project Manager, Technologist, Technician) and support staff.

Develop policies and procedures related to major responsibilities.

Make recommendations related to departmental current and capital budgets.

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

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

QUALIFICATIONS

1. Graduation from a recognized Community College with an Engineering Technologist Diploma, and be a member of, or eligible for certification with the Ontario Association of Certified Engineering Technicians and Technologists with the demonstration of relevant experience related to the duties described with considerable work experience.
2. Must be able to demonstrate extensive relevant experience related to civil engineering.
3. Extensive knowledge of CAD / GIS systems, and databases as they relate to Transportation, Water, Wastewater, Storm Water Management elements. Including extensive experience in DTM modelling and review.
4. A thorough understanding of the GIS systems process gained through practical experience.
5. Extensive knowledge of document management systems, data security protocols, document archiving tools and industry directions.
6. A thorough understanding of the capital project principles and process.

7. Extensive knowledge of CAD design systems, as they relate to the construction of municipal infrastructure services. The ability to manage data in 3 dimensions, develop engineering data models with industry accepted standards.
8. Highly developed ability to articulate a vision to lead and inspire others.
9. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
10. Demonstrated ability to effectively manage a multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
11. Experienced in designing and delivering customer focused programs and services.
12. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
13. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department / section.
14. Knowledge of collective bargaining process.
15. Working knowledge of relevant computer software applications (Microsoft Office software: Word, Excel and PowerPoint)

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