

About the City of Hamilton

Contribute to the City of Hamilton, one of Canada's largest cities - home to a diverse and strong economy, an active and inclusive community, a robust cultural and dining scene, hundreds of kilometres of hiking trails and natural beauty just minutes from the downtown core, and so much more. Join our diverse team of talented and ambitious staff who embody our values of sensational service, courageous change, steadfast integrity, collective ownership and being engaged empowered employees. Help us achieve our vision of being the best place to raise a child and age successfully. **#BeTheReason**

JOB POSTING

JOB ID #: 31373

Manager, Capital Delivery
Public Works / Hamilton Water
100 King Street West

NUMBER OF VACANCIES: 1

UNION/NON-UNION: Non-Union

HOURS OF WORK: 35 per week

GRADE: 8

SALARY / HOUR: \$67.990 - \$84.987 per hour

Note: See appropriate Collective Agreement or the Non Union Salary Range for details.

STATUS / LENGTH: Full-Time Permanent

JOB DESCRIPTION ID #: 1070

OVERVIEW

Reporting to the Director of Water and Wastewater Planning and Capital, the Manager, Water and Wastewater Capital Delivery, will assume lead accountability and responsibility for the entire Capital Works Program, Asset Management Strategy and related engineering assignments associated with the City's Water and Wastewater Treatment Plants and Outstations. Responsible for delivery and monitoring of the Program to ensure it meets the growing needs of the residents and businesses of the City of Hamilton.

Accountable for ensuring the Water and Wastewater Capital Works Program is provided in accordance with City and Provincial guidelines with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

Prepares and reports on the Section's services, financial, administrative and staff performance against established benchmarks. Implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example. Functions as mentor to staff and sets a positive example of workplace culture for staff teams.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the Water and Wastewater Capital Delivery Section by developing procedures and suggest improvements to policies associated with the Section's functionality. Monitor the overall program to ensure service quality, cost effective and timely service delivery and legislative compliance. Monitor the progress of major program initiatives. Specific program activities include but are not limited to, program budgeting, project chartering, external engineering and contractor's, procurements and oversight, identify and obtain various agency approvals, review and approve technical engineering drawings, specification and reports, scheduling, staff management and other activities as required.

The Manager is accountable to the Director of Water and Wastewater Planning and Capital for ensuring that the Capital Works Program is provided in accordance with City guidelines, Provincial guidelines and Quality Management Program requirements with minimal disruption to clients and the public, and in the most effective and efficient manner.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Provides creative leadership and direction to staff within the Section. Promotes teamwork and integration between internal and external parties. Participates in cross functional and cross program initiatives. Develops programs, policies and procedures for the Water and Wastewater Engineering Capital Works Program and associated projects. Results oriented and persistent in ensuring objectives are accomplished.

Monitors the operations of the section, ensuring program delivery are in compliance with Provincial legislative requirements and consistent with the City of Hamilton Mission and Vision.

Participates and regularly acts as spokesperson in discussions and presentations on relevant issues to Council and Committees, outside agencies, the general public and various media. Attends various Committee/Council and public meetings as required.

Prepares or reviews, as required, technical reports and council reports arising out of this area of responsibility for presentation to various committees of the City.

Ensures all required agency approvals have been obtained for all Projects.

Participation as a department representative on various corporate committees/teams as required.

Prepares the annual draft capital and current budget for the Section and monitor and control expenditures. Tracks expenditures and recommends changes where appropriate.

Applies asset management principals and practices for water and wastewater facilities, monitors and reports on the scope, schedule and budget for the entire Capital Works Program while developing and creating program delivery efficiencies wherever possible.

Interprets, applies and enforces the provisions of various by-laws related to the functions of the Section and recommend changes where appropriate.

Empowers and develops reporting staff to perform their work in an independent manner.

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

Works in accordance with and promotes within the team 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 the theories and practices of civil or environmental engineering, normally acquired by attaining a university degree or diploma in a relevant discipline or an equivalent combination of education and relevant work experience.
2. Preference will be given to applicants with a Professional Engineering designation.
3. Must be able to demonstrate relevant experience related to the duties described above.
4. Progressively responsible experience in a municipal engineering operation environment preferred.
5. Significant management experience gained through progressively more responsible positions preferably in a municipal environment.
6. Considerable experience in the development of capital budgets including planning, asset management, scheduling, prioritizing, monitoring and costing of projects.
7. Considerable experience in the development and management of operating budgets.
8. Significant experience in the preparation and presentation of documents and technical reports, previous experience preparing reports to Council is an asset.
9. Highly developed ability to articulate a vision to lead and inspire others.

10. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
11. Possesses a demonstrated record of strong leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, staff development, and commitment to results.
12. Possesses a high level of personal integrity and communication excellence.
13. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
14. Demonstrated ability to effectively manage large multi-disciplinary capital works projects, simultaneously, of varying size and complexity from concept to operational handover.
15. Demonstrated ability to effectively communicate and negotiate with all required program stakeholders including but not limited to, External Consulting Engineers, Contractors, Provincial and Federal regulators.
16. Experienced in designing and delivering customer focused programs and services.
17. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
18. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
19. Knowledge of collective bargaining process and Project Management principals and theory.
20. Working knowledge of computer software applications.

THIS POSITION REQUIRES A VALID CLASS “G” DRIVER’S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

NOTE: As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

Disclaimer:

Be advised that Human Resources frequently audits resumes of internal/external applicants to ensure/validate information provided is consistent and trustworthy. Falsification of information provided at any time throughout the recruitment process may be grounds for disqualification, and for internal applicants, subject to discipline up to and including termination.

Terms:

The City is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Consistent with our Values and Corporate Culture Pillars, the City of Hamilton is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The City will provide accommodation for applicants in all aspects of the hiring process, up to the point of undue hardship. If you have an accommodation need, please contact Human Resources as soon as possible to make appropriate arrangements.

We invite you to visit the departmental webpage to obtain further information on the culture and business of this department.

The incumbent shall comply with all Health and Safety Policies and Practices for this position and the workplace.

It is the responsibility of the applicants to ensure that their application reaches Human Resources by the closing date or they may not be considered. It is also the responsibility of applicants to supply qualifications, licences and related experience relevant to the qualifications outlined above for this competition as directed. On the basis of the criteria set out above, this posting is open to all applicants

The statements made by me are true, complete and correct to the best of my knowledge. I understand that any falsification of statements, misrepresentations, deliberate omission or concealment of information may be considered just cause for discipline, up to and including termination for internal applicants and disqualification for external applicants.

Please apply on or before: Wednesday, September 24, 2025 at 4:00pm at www.hamilton.ca/careers and reference Job ID: **31373**.