

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 #: 31527

Manager, Water and Wastewater Systems Planning

Public Works / Hamilton Water
100 King Street West

NUMBER OF VACANCIES: 1

UNION/NON-UNION: Non-Union

HOURS OF WORK: 35

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 #: A9030

OVERVIEW

Reporting to the Director, Water/Wastewater Planning & Capital, the Manager, Water & Wastewater Systems Planning will lead and be responsible for the overall concepts, planning, development and implementation of Water, Wastewater, and Stormwater (W/WW/SW) strategies supporting existing services as well as future growth within the City. Areas of focus include W/WW/SW programming and planning studies, development planning and review, master servicing and environmental assessment, system hydraulics and modelling, capital planning and infrastructure scope validation, and strategic maintenance and operational support activities. This position will also support internal and external communication requirements for specific projects and initiatives undertaken by the division.

This position is accountable for establishing and achieving departmental/divisional goals and objectives through the effective and efficient use of financial and staff resources and reports on sectional performance against appropriate benchmarks. Expectations include use of a "best practices" approach in developing and delivery of quality services in a timely and cost-effective manner. The manager is expected to create a positive, respectful and collaborative work environment while instilling a customer service focus within the team. The manager role is accountable for ensuring that infrastructure planning programs are provided in accordance with City and Provincial guidelines, policies and regulations with minimal disruption to the public and in the most effective and efficient manner consistent with the City of Hamilton Mission and Vision.

This position will lead a staff team to achieve goals and initiatives to protect the health and safety of the public and the environment by ensuring compliance with changing industry standards and regulations. Work will focus on improving W/WW/SW system performance, delivering cost-effective and reliable services, and applying sound municipal planning practices for both long- and short-term system improvement programs. In addition, this position will be responsible for interacting with the public, Council, and government agencies where appropriate to ensure support for programs and projects. This is a leadership position for staff teams, providing guidance and coaching for overall career development and productivity on day-to-day activities as well as specific corporate, departmental and section projects and investigations. Work will include seeking new program methods, systems and techniques to support continuous improvement in the delivery of services within the City.

Responsibility also includes managing specific projects and programs with a variety of staff resource configurations ranging from individual work to leadership of cross-departmental teams, exercising leadership, guidance, technical competence, innovative problem-solving and the achievement of results in all such settings.

RESPONSIBILITIES

Assume responsibility for all planning related functions associated with W/WW/SW systems in Hamilton Water. These services will be tied directly to divisional responsibilities for specific programs to meet the changing needs of residents and businesses in the City of Hamilton. Work will also involve interaction with local stakeholders and members of the public to communicate information regarding the status and plans for water and wastewater systems that impact their community.

The Manager, Water & Wastewater Systems Planning is accountable for ensuring that the programs within the section are assigned effectively to staff and monitored to ensure successful performance and delivery with due consideration to the management of risk, and effective delivery of service, while in accordance with city and provincial guidelines. Work undertaken must be done to uphold the goal of continuous improvement, effective and efficient execution, consistent with Council's Six Strategic Goals.

The successful candidate will provide leadership to a Section responsible for mandates that include:

- Master Planning and Class Environmental Assessments for the City's W/WW/SW systems;

- Development, management and updating of water, sewer, and storm water hydraulic models and implementation of inflow and infiltration reduction programs;
- Development of an Hydraulic Modelling office;
- Lead the implementation of flow monitoring and data collection programs across the City to provide information necessary to improve long range planning of W/WW/SW systems;
- Lead the development review process for W/WW/SW systems related to new growth in conjunction with other Planning Department partners;
- Provide advice and support for long range planning, and develop W/WW/SW infrastructure servicing strategies, policies, and staging plans;
- Completion of W/WW/SW servicing studies, secondary plans and coordination with other City sections related to new and existing infrastructure to meet growth needs;
- Provision of capacity and system analysis, and engineering support for W/WW/SW infrastructure;
- Scope development for Capital Works related to W/WW/SW systems;
- W/WW/SW support as required for Operational Teams;
- Coordination with other levels of government as necessary to manage programs and projects;
- Coordination with other stakeholders, agencies and parties having policy mandates or interests in sectional work;
- Work with councillors and community where W/WW/SW related challenges are identified to build effective solutions.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Lead teams and manage specific corporate, departmental and section programs, projects and initiatives including:

- Hiring, developing future leaders, and managing staff resources;
- Supporting staff teams through coaching, technical troubleshooting and problem solving;
- Long- and short-range planning of infrastructure including Master Plans and servicing analysis;
- Directly contributing and supporting City growth and development;
- Developing hydraulic model tools and procedures;
- Contribution and support for corporate energy efficiency goals and climate change strategies;
- Presentations related to water, wastewater and stormwater initiatives;
- Organizational improvements through evaluation and monitoring tools for staff;
- Developing business cases including cost-benefit or statistical analysis;
- Developing procedures necessary to meet new system requirements;
- Identifying problem areas and implementing collaborative solutions;
- Interact with council and the public on various issues including council presentations and stakeholder engagement events and communications;
- Leading project implementation teams;
- Financial management and developing budgets.

Empower and support staff in a sectional team environment strengthened by creative leadership providing clear direction on sectional mandates and administering progressive Performance Accountability and Development processes. Promote teamwork and integration between internal and external parties.

Ensure timely, cost-effective results in compliance with corporate and legislative requirements.

Manage the administrative components of assigned programs and projects including monitoring and control of budget expenditures, project documentation and record keeping.

Promote teamwork and integration between internal and external parties participating in cross-functional and cross-program initiatives.

Consult or undertake liaison with municipal, provincial, and federal government agencies as well as with other public and private sector groups relevant to assigned projects and investigations.

Monitor key performance indicators and report regularly on the status of projects, tasks, staff performance, fiscal status and overall benefits of project activities to the Director of Water and Wastewater Planning and Capital.

Develop programs, policies and procedures for the Systems Planning Section within the Hamilton Water division with a results oriented and persistent perspective on meeting objectives.

Prepare or review technical reports and/or project findings to formulate action recommendations for senior management and/or Council.

Participate as a department representative on various corporate committees/teams as required. Assist in preparing oral and written presentations to management on results and recommendations.

Prepare annual capital and operating budgets for the Section and monitor and control expenditures. Actively assess project expenditures and recommend changes where appropriate.

Interpret, apply and enforce the provisions of various by-laws related to the functions of the Section and recommend changes where appropriate.

Attend public meetings and when appropriate present the City's position/actions to council the public, media and outside government bodies.

Perform other duties as assigned which are directly related to the normal functions of the job.

QUALIFICATIONS

1. Proven demonstrated knowledge and experience in the theories and practices of water, wastewater, and stormwater service delivery and processes usually acquired by obtaining a relevant University Degree and proven work experience or by obtaining a Diploma in an accredited Engineering Technologist's Course from a Community College plus demonstrated progressive work experience or a combination of relevant education and work experience.
2. Demonstrated knowledge and experience in municipal infrastructure planning and engineering process and theory including budgeting and hydraulics for large infrastructure systems.
3. Previous management and leadership experience gained through progressively more responsible positions with staff teams preferably in a municipal environment.
4. Proven ability to work with a team of management professionals across multiple disciplines; effectively planning, organizing and leading programs, staff teams and key public / stakeholder interactions.
5. Understanding of municipal infrastructure programming, growth and development process and approvals.
6. Thorough knowledge and understanding of guidelines, statutes, acts, regulations and by-laws affecting the department/section, such as Environmental Protection Act, Planning Act, Safe Drinking Water Act, the

Sustainable Water and Sewage Systems Act, the Ontario Water Resources Act, and the Clean Water Act.

7. Demonstrated ability to engage staff in a progressive leadership style within a municipal environment.
8. Ability to challenge, lead and inspire others to excel in an environment that fosters innovative approaches to problem resolution.
9. Experience in, and must have an understanding of, W/WW/SW water, wastewater, and stormwater infrastructure and technologies as they relate to municipal services.
10. Must be able to work in an independent and confidential manner, making sound judgments based on results of research and/or fieldwork.
11. Consulting skills including analysis, planning, implementation and project management and financial skills including budgeting, forecasting and reconciliation.
12. Proven organizational skills and the ability to work with very tight deadlines and competing priorities.
13. Must possess excellent verbal and written communication, presentation, interpersonal, and organizational skills.
14. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
15. Must have above-average analytical and problem-solving skills.
16. Knowledge of computer software applications used in business or financial analysis and report presentation. (PeopleSoft, PowerPoint, Excel, Word, Outlook, Visio, Access, GeoMedia).

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, December 17, 2025 at 4:00pm at www.hamilton.ca/careers and reference Job ID: 31527.