



#### 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

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#### JOB POSTING

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JOB ID #: 18687

Sr. Project Manager-Water/Wastewater Planning-Master Planning II  
Public Works  
Hamilton Water  
100 King St. W.

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: Non Union Mgmt Professional

HOURS OF WORK: 35.00 per week

GRADE: 7

SALARY/HOUR: \$56.558 - \$66.149 per hour

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

STATUS/LENGTH: Full-Time Temporary for up to 24 months.

Job Description ID #: 5476

**Vaccine Verification** – As a condition of employment you are required to provide proof that you are fully vaccinated or provide proof of valid exemption satisfactory to the employer prior to your start date. You must acknowledge and agree to comply with any future vaccine policy requirements as an ongoing condition of employment at the City of Hamilton.

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## SUMMARY OF DUTIES

Reporting to the Manager of Water / Wastewater System Planning (WWWSP), the Senior Project Manager, Water/Wastewater Planning – Master Planning II (SPM – Master Planning II), will provide leadership to staff and consultants in the delivery of separate water, wastewater and stormwater master plans following the Municipal Class Environmental Assessment principles. Focus of these master plans is the development of a long-range infrastructure improvements program to service growth to the year 2051 or beyond.

Scope of the master plans include all linear infrastructure, outstations and treatment plants associated with the City's water, wastewater and storm water systems. Included in the assessment of infrastructure needs is operation/optimization of existing systems, phasing and cost of upgrades, environmental impacts and constraints and all regulatory requirements. The SPM – Master Planning II shall also ensure that Water/Wastewater Master Plan activities are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

## RESPONSIBILITIES

Assumes the day-to-day responsibilities for the delivery of a number of Water, Wastewater and Stormwater Master Plans focussing on areas within the City identified as candidates for rapid future growth. A key element of this responsibility includes the project management of several complex engineering consultant contracts including the effective management of all contract scope, schedule and budget terms. The SPM – Master Planning II is also responsible to oversee the collection of data, review and comment on work produced through these contracts, disseminate data and reports to stakeholders and consolidate comments received to ensure that all stakeholder concerns are adequately addressed in the Master Plan final reports.

The Senior Project Manager has leadership authority within the WWWSP Section. Leadership as a key responsibility includes mentoring staff, providing day to day guidance and direction and performance management of staff as necessary. Leadership tasks also include participation in, and contributions to the Sectional Management Team with peer Senior Project Managers and the section Manager. Developing, monitoring and reporting Sectional key performance indicators-KPI, and related metrics is also a responsibility of the Senior Project Manager.

Participates in teams comprised of staff not only from Public Works, but from other City Departments and outside agencies to address operation/optimization of existing systems, development, redevelopment and environmental issues utilizing multi-disciplinary expertise to assist in the preparation of master plans and/or other planning assignments.

Ensures the City's most current and relevant dynamic computer models are being employed by the engineering consultants for use in completing master plans. Ensures that any changes made to the City's dynamic computer models, under Master Plan projects or other planning assignments, are properly documented and archived following the Sections most current computer model governance policies. The SPM – Master Planning II is expected to have a working knowledge of dynamic computer models including a knowledge of how models are developed, calibrated, refined and utilized to make decisions regarding the planning and operation of water, wastewater and stormwater systems.

## GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Develops policies and procedures related to Water / Wastewater Planning Section practices following Quality Management System-QMS theory/environments.

Manages and delivers engineering and design projects following established project management theories, principles and practices.

Develops cost recovery philosophies related to infrastructure installation and oversizing in accordance with City and Provincial Policies.

Participates on various corporate committees as required.

Recommends public consultation techniques and data requirements for water, wastewater and stormwater projects.

Develops and leads public information sessions conforming to best management practices of the Environmental Assessment Act and Municipal Class EA.

Identifies and evaluates procedures to complete conveyance, plant and outstation Infrastructure Planning/Systems Design, and engineering activities.

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

Receives and answers inquiries of a technical nature from public, staff, other departments, municipal and government agencies.

Writes reports and composes correspondence related to the planning, engineering and operation of the City's water, wastewater and stormwater systems.

Directs and supervises technical and support staff involved in the Water / Wastewater System Planning projects.

Makes recommendations related to departmental current budgets.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works 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.

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

#### QUALIFICATIONS

1. Extensive demonstrated knowledge of the practices and theories of Civil Engineering and/or Environmental Science normally acquired by obtaining a degree or diploma in a related field with progressive work experience.

2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.

3. Extensive demonstrated knowledge in the areas of municipal water, wastewater and stormwater infrastructure planning and systems design including knowledge of conveyance design and hydraulics, treatment plant process and hydraulics and outstation design.
4. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act, Ontario Water Resources Act. Knowledge of the (Ontario) Planning Act, Provincial Policy Statement and Building Code Act and their regulations an asset.
5. A thorough understanding of municipal planning principles as they pertain to water, wastewater and stormwater services.
6. Proven knowledge of the environmental assessment process gained through extensive practical experience including multiple bottom line evaluations including typically economic, social and environmental criteria.
7. Previous extensive project management experience in a wastewater environment including the application of project management tools and best practices as endorsed by the Project Management Institute (PMI) or equivalent. PMP designation not mandatory but considered an asset.
8. Experienced in designing and delivering customer focused programs and services.
9. An effective communicator, both orally and written, honed through practical experience.
10. Highly developed ability to articulate a vision to lead and inspire others.
11. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills. Leadership includes experience in guiding and developing staff and the performance management of staff when required.
12. Demonstrated ability to effectively manage/inspire/lead a 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 public.
14. Knowledge of collective bargaining process.
15. Demonstrated knowledge of dynamic computer hydraulic modelling and associated software including model development, calibration, operations and governance. Experience with WaterCAD and Mike Urban software would be an asset.
16. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
17. Must possess a valid Class "G" Driver's Licence and provision of a vehicle for use on the job.
18. The Senior Project Manager will have experience in investigating, recommending, and documenting new/updated policy/procedures for improving the section's technical performance following Quality Management System-QMS theory/environments.