

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 #: 20429

Project Manager - Water / Wastewater Planning

Public Works / Hamilton Water
100 King Street West

NUMBER OF VACANCIES: 2 Full-Time Temporary

UNION/NON-UNION: CUPE Local 1041 Supv

HOURS OF WORK: 35.00 per week

GRADE: 6

SALARY/HOUR: \$51.903 - \$57.670 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 #: 5478

SUMMARY OF DUTIES

The Project Manager, will lead projects related to wastewater infrastructure planning and with a focus on identifying infrastructure improvements required to address existing system deficiencies, required to improve system operations or as necessary to accommodate future growth.

The Project Manager leads consultant assignments and acts as the City's primary project contact. The Project Manager will be responsible for working with teams of internal and external stakeholders - ensuring that stakeholders are kept informed of project progress and that their interests are being addressed. In some cases, the project manager will be responsible for communicating with City officials regarding their projects and they are required to prepare project Council Reports, project presentations and/or project status reports.

The Project Manager will also provide analysis on wastewater system capacity through the creation of computer spreadsheets or through the use of the City's hydraulic computer model(s). This analysis will require that the Project Manager read and interpret engineering drawings, planning reports and other technical documents.

In all cases, the Project Manager manages projects following the City's project management and procurement policies and procedures and/or following industry standard project management principles and best practices.

GENERAL DUTIES

Assumes the day-to-day responsibilities for specific Wastewater Systems planning and engineering projects ensuring that the needs of the public and businesses of the City of Hamilton are met and exceeded and that these projects are delivered in a timely and cost-effective manner in accordance with City and Provincial policies.

Participates in multi-disciplinary teams comprised of staff not only from the Public Works Department, but from other City Departments and outside agencies in order to address development, redevelopment and environmental issues.

The Project Manager will direct consultants on City wastewater planning and engineering projects. Responsibilities of the Project Manager will include the preparation of terms of reference, the collection and dissemination of data and the review and commenting on all of the consultants' deliverables.

Other activities or duties that the Project Manager will be responsible for include the collection of data and reporting on the activities of the Division, performance of the Division relative to specified benchmarks which may include reporting on financial aspects of the Division's operations. Providing information to the public and outside agencies on the operations of the Division or more specifically, on details of projects undertaken by the Project Manager.

The Project Manager will also be required to actively participate in evaluating internal processes and procedures to ensure that wastewater planning and engineering activities are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner.

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 major responsibilities of the job.

QUALIFICATIONS

1. 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 or an equivalent combination of relevant education and relevant work experience.
2. Membership with the Professional Engineers of Ontario or the Ontario Association of Certified Engineering Technicians and Technologists preferred.
3. Previous project management experience preferably in a water/wastewater environment.
4. Demonstrated knowledge of the Clean Water Act, Safe Drinking Water Act and the Ontario Water Resources Act.
5. A thorough understanding of municipal planning principles as they pertain to wastewater services.
6. Proven knowledge of the class environmental assessment process gained through extensive practical experience.
7. Effective facilitation, communication, presentation, interpersonal and organizational skills.
8. Demonstrated ability to effectively manage and/or work with a multi-disciplinary staff, in a result oriented and predominantly unionized environment. Lead teams and participate in teams. Formal leadership training/certification is an asset.
9. Experienced in designing and delivering customer focused programs and services.
10. Ability to interact effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
11. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
12. Working knowledge of computer software applications / urban drainage and hydraulic modelling tools related to wastewater planning and engineering such as DHI MikeUrban, InfoWorks ICM, as well as Microsoft Office, and GIS.

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, October 11, 2023 at 11:59pm at www.hamilton.ca/careers and reference Job ID: 20429.