



Hamilton

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 #: 18815

**Sr Project Manager, Development Approvals (RE-POST)
Planning & Economic Development
Growth Management
City Hall**

NUMBER OF VACANCIES: 3 Full-Time Regular

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: Permanent

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.

Summary of Duties

Reporting to the Manager of Development Approvals, the Senior Project Manager will provide leadership to subordinate staff in a multi-disciplinary team environment that shall be responsible for development approvals and capital infrastructure projects required to facilitate the City's growth management plan.

Accountable for ensuring that infrastructure is designed and constructed in accordance with City and Provincial guidelines and policies with minimal disruption to the public and internal departments. Using a "best practices" approach, develop and deliver quality services in a timely and cost-effective manner. Instill a customer service focus with subordinate staff.

General Duties (including, but not limited to)

Supervise staff in the engineering review and approval of development applications through the planning process (plans of subdivision, site plans, consents, etc.).

Assume lead accountability and responsibility for approving the design of municipal including storm water management and private infrastructure to the City's, and other related, legislated requirements completed through the development process.

Manage, mentor, performance manage, and provide creative leadership and direction to subordinate staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Conducting and attend meetings with developers and their consultants, staff, and Councillors as necessary, to facilitate the approval process.

Assist in developing the needs a multi-year capital budget that incorporates infrastructure extension projects to meet the needs of the City and the Development Industry.

Track financial and servicing data related to the processing of development projects.

Complete reports including but not limited to: reports required for municipal infrastructure extension associated with Municipal Act cost recovery projects; engineering standards and policy; representation at the Local Planning Appeal Tribunals (LPAT, formerly called as OMB).

Present evidence to the Local Planning Appeal Tribunals as required.

Approve infrastructure agreements and "Best Effort" recoveries in accordance with the City's Financial Policies for Development.

Organize staff training and education to ensure and maintain service excellence.

Assist in establishing strategies to improve effectiveness and efficiencies in delivering services to meet mandated goals and objectives.

Assist in developing city guidelines, policies and procedures to ensure: service quality, and legislative compliance.

Assist in the development and Implementation of the City's staging of Development Program.

Ensure co-ordination of activities on development and capital construction projects.

Qualifications

University degree in Civil Engineering or equivalent and registered as a Professional Engineer in the Province of Ontario, and demonstrated, progressive relevant work experience related to duties described.

Must be able to demonstrate relevant experience related to duties described gained through a minimum of eight years of direct work experience.

Extensive knowledge of municipal infrastructure design and construction principles, approvals protocols, and construction materials as they relate to municipal infrastructure (road, sewer and watermain, stormwater management pond) design and construction.

Extensive knowledge in planning, design and construction of stormwater management facilities including reviewing of the stormwater management design reports.

Demonstrated knowledge of the planning and development process governed by the Planning Act, along with understanding of time sensitivity of growth-related projects to the well being of the City.

Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.

Possess a demonstrated record of strong leadership and guidance, technical competence, customer focus, team advocacy, staff delegation and empowerment and be committed to results.

Working knowledge of the Planning Act as it relates to planning approvals and authority of the municipality under the Municipal Act as they relate to the extension of municipal services and the cost recovery process as it related to development projects.

Thorough knowledge and understanding of the statutes, regulations and by-laws affecting the department's engineering responsibilities.

Working knowledge of the collective bargaining process.

Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.

Knowledge and understanding of the requirements of health and safety responsibilities and duties for supervisors as outlined in the Occupational Health and Safety Act, Section 26 and 27.

Strong project management and organization skills.

Experience in a computerized environment.

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

All interested applicants are to apply to this position on our website by Wednesday August 10th at 11:59p.m at www.hamilton.ca/careers and reference Job ID #18815.

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.
