



Job ID #30633: Project Manager, Urban Boundary Expansion Engineering

Planning & Economic Development · Hamilton, Ontario



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 kilometers 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 ID #30633: Project Manager, Urban Boundary Expansion Engineering**
- **Union:** CUPE 1041
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **December 18, 2024**.
- **Duration:** 24 Months
This vacancy is for a period of 24 months as a result of a special project and may be extended further, subject to project needs.
- **Internal applicants should apply with your work e-mail address.** External applicants are considered only after the internal posting process has been completed. Only applicants chosen for an interview will be contacted.

SUMMARY OF DUTIES

Reporting to the Manager of Sustainable Communities, under the general supervision of the Program Lead) Urban Boundary Expansion, The position is responsible for the review of municipal infrastructure capacity and engineering design, including stormwater management facilities, related to urban boundary expansion proposals/applications.

The Project Manager, Development Engineering:

- Facilitates the approvals of urban boundary expansion engineering review activities for various proposals/applications and ensure they are delivered in accordance with City and Provincial guidelines and in a cost effective, efficient and timely manner using a “best practices” approach.
- Accountable for engineering review, coordination and approval of various urban area boundary expansion applications including any associated secondary planning.
- Has thorough knowledge and understanding of Provincial Planning Statement and other policy, and City policies, standards, regulations and by-laws required to process urban boundary expansion applications and associated secondary planning for engineering approvals.
- Prepares engineering policy and operational reports for the Program Lead
- Assists in the development and the implementation of the City's Staging of Development for any secondary planning.
- Assists in developing a multi-year capital budget that incorporates necessary infrastructure extension projects to meet the needs of the of any lands brought in to the urban area boundary.
- Provides input towards innovative/creative procedures and policies for improving the section's technical performance.
- Takes ownership and manages several projects simultaneously from the initial stage to construction.
- Possesses a demonstrated record of technical competence, team advocacy and customer focus,
- Leads by example and functions in a team orientated environment.
- Possesses a high level of personal integrity and be an excellent written and verbal communicator.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

- Reviews and coordinates infrastructure capacity, requirements and design approval through to implementation, secondary planning associated with lands brought into the urban area boundary.
- Liaises with Applicants (developers), their agents (consultants), and outside agencies (Conservation Authorities, MTO, MOE etc.) on design and construction of development proposals, including Planning Act approvals, official plan amendments for urban boundary expansions (secondary plans), municipal infrastructure design.
- Assists the Program Lead in the development and implementation of land development engineering policies and procedures.
- Interacts with applicants and their agents on functional design Requirements.
- Participates in multi-disciplinary teams comprised of staff not only from the Planning and Economic development department, but from other City departments and outside agencies in order to address relevant City matters.
- Reviews and verifies infrastructure capacity, development design requirements and provides input into policy formulation related to infrastructure.
- Co-ordinates and provides engineering comments on planning applications.
- Recommends the value of financial security to ensure policy development adequately protects the City clarifies the applicant's obligation.

- Liaises with other City departments for applications for municipal infrastructure extensions related to the Municipal Act, the Local Improvement Act, and the Development Charges Act as it impacts the application and associated approvals.
- Liaises with external agencies such as Ministry of Natural Resources, Ministry of the Environment, neighbouring municipalities, Conservation Authorities and stakeholder groups.
- Receives and answers inquiries of a technical nature from Council, public, staff, other departments, municipal and government agencies.
- assists in the preparation of Council reports, composes correspondence related to major responsibilities.
- Prepares and presents engineering comments for internal discussions and meetings.
- Participates on various corporate committees as required.
- Provides input to related departmental current and capital budgets.
- Tracks progress and time required to facilitate design review used to establish benchmarks.
- Performs such other duties as assigned which are directly related to the responsibilities of the position.
- Act on behalf of the Program Lead in their absence on departmental management team or other assignments as delegated.

- 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.

QUALIFICATIONS

1. 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.
2. Proven demonstrated knowledge of the duties described and related experience in the land use planning process and development control with respect to municipal and private servicing, grading, drainage, stormwater management and associated environmental matters.
3. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
4. Working knowledge of the Planning Act as it relates to planning approvals and authority of the municipality and Section 221 of the Municipal Act as they relate to the extension of municipal services and the cost recovery process as it related to development projects.
5. Demonstrated ability to effectively manage a multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
6. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
7. 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.
8. Well-developed written and verbal communications skills.

9. Proficient in the use of various computer software applications i.e., Word, Access, Excel.
10. Must possess a Class "G" Driver's Licence with provision of a vehicle for use on the job.

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

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.

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Location – Hamilton, ON

Employment Type – Temporary, Full-Time

Minimum Experience –Experienced

Compensation - \$55.465 - \$61.628 per hour