



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 #: 18790

Project Manager Forest Health

Public Works

Environmental Services

100 King Street West

NUMBER OF VACANCIES: 1 Full-Time Temporary

UNION/NON-UNION: CUPE Local 1041 Supv

HOURS OF WORK: 35.00 per week

GRADE: 5

SALARY/HOUR: \$45.933 - \$51.037 per hour

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

STATUS/LENGTH: Full-Time Temporary

Note: This vacancy is for a period of up to 24 months due to a backfill.

Job Description ID #: A7761

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 Senior Project Manager – Capital Projects, Forestry & Horticulture, the Project Manager - Forest Health prepares, co-ordinates and oversees the technical, administrative, public liaison, regulatory and contractual aspects of forest health management, pest monitoring, operational and maintenance

programs. The Project Manager takes the lead role with respect to various programs in a multi-functional workforce engaged in delivery and direction of services to the public and internal clients.

Accountable for ensuring that Forestry programs and activities are delivered in accordance with Municipal, Provincial, and Federal regulations and guidelines through the effective and efficient use of financial and staff resources. Programs delivered in the most effective and efficient manner consistent with the City of Hamilton's Strategic Plan. Using a "best practices" approach, quality programs and services are developed and delivered in a timely and cost effective manner. Program management is conducted with a customer service focus.

Responsible for the program management of forest health and completing various activities independently and through the direction of operational staff, consultants and contractors.

Implement strategies to improve effectiveness and efficiency. Set above average standards and lead by example.

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

Exercise a high level of personal integrity and be an excellent written and verbal communicator.

RESPONSIBILITIES

Provide leadership and direction to staff. Promote teamwork and integration between internal and external parties participating in cross-functional and cross program initiatives.

Assist in the development of procedures for improved stewardship and accountability, risk management, financial efficiency, project tracking, reporting and follow-up, and ensure that Sectional, Divisional, and Departmental objectives are accomplished.

Deliver and manage forest health programs to ensure balanced service/price/quality are in compliance with legislative requirements and consistent with the City of Hamilton's Strategic Plan. Ensure programs are implemented in compliance with Municipal, Provincial, and Federal regulations and guidelines while ensuring health and safety compliance and effective quality control.

Ensure co-ordination of activities on forest health programs including, but not limited to, project start-up, stakeholder notifications, liaison with the public and regulatory agencies, tree assessments, meeting deadlines, processing of purchase requisitions and invoices, site visits, field activities, regulatory approvals, correspondence, reports and information requests.

Recommend procedures, maintain control and monitor programs to ensure projects are completed within the required schedule, within the approved budget and spending authority, including making recommendations for any required budget adjustments to the Senior Project Manager – Capital Projects, Forestry & Horticulture.

Review, recommend, and update procedures, standards, and guidelines that are used in the development and implementation of various programs.

Researches and writes terms of reference to engage the services of consultants and contractors; coordinates the various procurement processes, reviews and evaluates proposal submissions, participates in selection interviews, recommends selection of consultants and contractors and administers contracts as well as prepares detailed tender documents and specifications for projects as required.

Directs and supervises consultants and contractors on related projects including recommending and implementing a contractor's performance appraisal systems and associated contractor project or maintenance contract reviews.

Provide related management services and technical assistance to staff in the Operations and Waste Management Division or other corporate staff that require related project management assistance or services.

Conducts site visits, analyzes tree health conditions and prepares operational update reports.

Provide support and direction to Divisional staff.

Assist in the development and implementation of related departmental policies, procedures, programs and by-laws, monitoring the effectiveness of existing policies to recommend improvement strategies.

Provide technical expertise, training and guidance to staff and stakeholders on urban forest health issues.

Represent the Forestry and Horticulture Section at various committees, public and staff meetings to provide information and advice with respect to the Section's programs, policies and procedures.

Work with various volunteer groups, community organizations and special interest groups, as well as various outside agencies with collaboration on mutual programs.

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

QUALIFICATIONS

1. Proven demonstrated knowledge of the practices and theories of the management of public spaces, parks, conservation lands, urban forestry and/or environmental and/or biological sciences normally acquired by obtaining a degree or college diploma specialised in forestry health, ecological/ environmental/biological studies, landscape architecture. .
2. Demonstrated experience specific to monitoring and maintaining forest health coupled with project management and programs supporting forest health operations within the environmental field, preferably in a municipal environment.
3. Demonstrated experience in contract administration/management and managing external service.
4. Must have demonstrated experience and knowledge of Geographic Information Systems (GIS) applications and software
5. Proven knowledge and experience in project management theories, practices and trends to manage large contracts and projects, including reviewing, approving and implementing work plans and project budgets.
6. Possess a demonstrated record of leadership and guidance, technical competence, customer focus, innovation/creativity, team advocacy, staff delegation and empowerment, and commitment to results.
7. Highly developed ability to articulate a vision to lead and inspire others.
8. Highly effective leadership, facilitation, communication, writing, presentation, interpersonal and organizational skills.
9. Demonstrated experience to manage large programs in a results-orientated environment and in a predominantly unionized environment.
10. Experienced in designing and delivering customer focused programs and services.
11. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
12. Thorough knowledge and understanding of statutes, regulations, acts, and by-laws affecting the department/section.
13. Must possess excellent computer skills in a windows environment utilizing MS office software.
14. Ability to positively work independently and as a team.
15. Must possess a valid Class "G" Ontario Driver's Licence.
16. Ability to obtain "Forestry Exterminator" and "Landscape Exterminator" licences.

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.
