

### **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 #: 20975**

### **Project Manager - Maintenance and Reliability**

Public Works / Hamilton Water  
700 Woodward Avenue

**NUMBER OF VACANCIES:** 1 Full-Time Regular

**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 Regular

**JOB DESCRIPTION ID #:** A12721

## **SUMMARY OF DUTIES**

Reporting to the Superintendent, Plant Maintenance (PMATS), the Project Manager, Maintenance and Reliability (PM - M&R) will be responsible for assisting in the delivery and execution of maintenance activities of the maintenance crews and in particular the ECHO team.

The PM - M&R will provide technical assistance, equipment and component maintenance strategies, equipment maintenance cost modelling, life cycle analysis. They will also be responsible for developing maintenance standards, procedures for the maintenance crews to address equipment failures and maintenance problems.

The position is responsible for maintenance project development and implementation (with a strong focus on reliability) from scope development, and ultimately close-out of activities, including commissioning and the transfer of assets from capital projects. The role will also be heavily involved with the continual improvement of standards and specifications.

## **GENERAL DUTIES**

Assists the Superintendent, Maintenance - PMATS in the development and implementation of the maintenance strategy, in particular with the ECHO Team.

Assists in the preparation and monitoring of the maintenance budget for the Maintenance-PMATS Section in accordance with established procedures and ensures maintenance activities are within approved budget.

Analyzes current and future opportunities for cost savings.

Ensures compliance with Corporate/Division/Departmental rules, regulations, procedures, policies and safe working practices.

Assists and participates in the development and preparation of the capital budgets for the maintenance team in accordance with established corporate and divisional procedures. Assists in recommending future budget needs.

Prepares cost estimates, business cases and technical briefings and presents findings and recommendations.

Develops and manages projects with a focus on maintenance and reliability.

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.

Provides technical guidance to field work particularly in emergency situations or when work of an unusual highly technical nature is involved. Visit field locations as required.

Obtains all necessary data for problem solving, including reports on condition of equipment, carrying out site investigation, reviewing design, evaluation of maintenance repair and rehabilitation methods, root cause analysis RCA, FMEA, availability of equipment and materials.

Documents and maintains procedures, user manuals and training materials.

Provides oversight and coordination of the transfer of assets for capital delivery projects and ensuring they are set up in CMMS (Infor) along with the PMs.

Continually improves maintenance practices, design specifications in accordance with codes as well as company and industry standards to improve the efficiency and quality of the departments maintenance program.

Proposes and develops PM and PdM strategies.

Collaborates with stakeholders on maintenance projects to perform all project work efficiently with minimal disruptions.

Participates and represents the department in meetings with stakeholders and consultants; works closely with operations and maintenance to ensure that design and construction meets the requirements for operability, maintainability, and reliability while remaining cost effective.

Reviews specifications and evaluates tenders for new equipment, installations, services.

Leads maintenance and reliability-based projects utilizing appropriate tools, provides scope, design input, development of tender packages, selection criteria, project management of execution, and stewardship of close-out activities.

Builds the reliability knowledge and capability of others in PMATS.

Generates a monthly maintenance report, indicating metrics KPI, improvements and savings.

Participates in the weekly planning/scheduling meeting. Works with operations and maintenance to ensure that the right work is completed at the right time.

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

## **QUALIFICATIONS**

1. This position requires knowledge and experience typically associated with an engineering degree (or engineering technologist diploma) and considerable work-related experience.

2. Experience in Engineering, Maintenance, Operations, and Lean Six Sigma.

3. The Incumbent would possess demonstrated ability to organize and lead a multi-functional team and foster a proactive team environment.

4. The incumbent would possess or agree to work towards a current recognized certification as Certified Maintenance and Reliability Professional (CMRP) or Certified Reliability Leader (CRL).

5. Previous experience in maintenance in an industrial complex.

6. Demonstrated understanding of financial analysis and economic justification of maintenance reliability projects.

7. Demonstrated knowledge of corporate budget process and budget control or previous financial management experience including developing, implementing and monitoring budgets.
8. Detail oriented and exceptional planning and organizational skills for managing multiple tasks.
9. Strong problem-solving skills with an “inquisitive mind”, plus technical aptitude.
10. Effective decision-making, negotiation skills.
11. Demonstrated written, listening and communication skills that ensure effective exchange of ideas or information with colleagues and other stakeholders.
12. Computer skills in a Windows environment utilizing MS Word and Excel software with a strong focus on project management (Microsoft Project). Working knowledge of CMMS (computerised maintenance management system) systems.
13. Willingness to learn and expand knowledge and scope of experience/skills.
14. Self-motivated, cost conscious, able to work to timeliness, and capable to be engaged in work with minimum supervision to deliver daily tasks and meet business objectives.
15. Good technical presentation skills that ensure audience could grasp complex (or simple) technical information/ideas.
16. Ability to analyze complex problems, breakdown to manageable tasks and implement solutions.
17. Strong ability to safely manage contractors and other unionized workgroups.
18. Understanding of Ontario Health and Safety regulations for industrial and construction sites, with advanced experience, knowledge and understanding of safe work practices.
19. Project management experience.
20. Knowledge of Continuous improvement, lean manufacturing systems, and root cause analysis.
21. Must possess and maintain a valid Class “G” Driver’s Licence.

**NOTE:** As a condition of employment, the successful applicant(s) will be required to obtain a satisfactory Criminal Record and Judicial Matters Check (CRJMC), at their own expense, prior to beginning work in this position.

*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.

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**Please apply on or before:** Wednesday, August 30, 2023 at 11:59pm at [www.hamilton.ca/careers](http://www.hamilton.ca/careers) and reference Job ID: 20975.