

Job ID #32118: Project Manager, Infrastructure Planning (Capital, Policies and Budgets)

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 #32118:** Project Manager, Infrastructure Planning (Capital, Policies and Budgets)
- **Union:** CUPE Local 1041
- **Job Description ID #:** A15927
- **Close date:** Interested applicants please submit your application online at www.hamilton.ca/city-council/jobs-city by 4:00 p.m. on **July 29, 2026**.
- **Vacancy type:** This posting is for an existing vacancy
- **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 Senior Engineer, the Project Manager will manage technical studies related to growth and the functional planning and design of municipal servicing with the use of consultants and/or internal resources. The Project Manager also works in a team environment coordinating and providing technical guidance on growth-related infrastructure needs for water, wastewater, and road identified in servicing studies, master plans, development charge background studies, secondary plans and draft plans.

GENERAL DUTIES
(INCLUDING, BUT NOT
LIMITED
TO)

Manage growth-related infrastructure servicing studies, and design, with a focus on water and wastewater management infrastructure, and roads.

Prepare requests for proposals to retain technical consultants for infrastructure studies and technical assignments.

Conduct field investigations to identify and assess present and future conditions relating to planned infrastructure.

Provide technical advice and guidance to internal departments, external agencies and public on capital infrastructure projects.

Make recommendations related to project outcomes, budgets, and delivery.

Assist in preparation of the division's annual capital infrastructure budget submissions and capital budget forecast.

Develop growth related policy, procedures, guidelines, and standards.

Participate with various corporate teams to ensure co-ordination of infrastructure planning and capital construction projects to support the City's growth strategy.

Interact with developers and their agents as required on functional and detailed design development proposals related to ongoing work.

Review and provide comments on draft plan applications, secondary plans, and proposed policy changes related to growth, as required.

Investigate and recommend innovative procedures and policies, for improving the section's technical and management systems' performance.

Participate in multi-disciplinary teams comprised of staff from the Planning and Economic Development Department, other City departments and outside agencies in order to address growth-related and environmental protection issues.

Liaise with councillors and external agencies such as Ministry of Natural Resources and Forestry, Ministry of the Environment, Conservation and Parks, Ministry of Heritage, Sport, Tourism and Sport Industries, neighbouring municipalities, Indigenous Nations, Conservation Authorities and stakeholder groups.

Receive and respond to inquiries from Council, the public, staff, other departments, municipal and other government agencies.

Prepare study reports and Council reports, composes correspondence, technical memos, and study terms of reference related to duties and responsibilities.

Ensure that project expenditures are controlled and maintained within the approved budget limitations. Participate on various corporate committees as required.

Perform such other duties as may be assigned, which are directly related to the normal job function.

Work 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. A University Degree in Civil Engineering or completion of a Civil Engineering Technologist Diploma; each with demonstrated relevant and progressive experience related to the duties described including demonstrated knowledge of practices and theories of water, wastewater, stormwater, and road design, infrastructure and environmental planning, and project management.
2. Registered as a Professional Engineer in the Province of Ontario and/or as a member of the Ontario Association of Civil Engineers and
3. Progressive planning and design experience in water and sewer infrastructure, and roads, in a municipal or consulting
4. Demonstrated experience in municipal hydraulic modelling of water and wastewater systems.
5. Progressive experience directly related to land development, municipal engineering, and water / wastewater modelling and techniques.
6. Demonstrated ability to effectively manage multi-disciplinary staff teams and facilitate
7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the
8. Experience and background in development charges governed by the Development Charges Act is an asset.

9. Demonstrated experience in managing consultants and using internal resources to undertake engineering
10. Able to prepare concise technical reports, briefing notes, and reports for
11. Demonstrated verbal, written, presentation, and engagement skills to work effectively with elected officials, representatives of other levels of government, management, peers, staff and the general
12. Demonstrated decision-making and strategic thinking
13. Possess working knowledge of relevant computer software applications such as GIS, MS Office, public engagement software and virtual meeting platform (e.g. WebEx, Microsoft Teams).

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

SALARY: Salary Grade 6

HOURS: 35 per week

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.

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.

