

Project manager: autonomous shuttles and sustainable transit

Project overview

The Canadian Urban Transit Research & Innovation Consortium (CUTRIC) is currently seeking to hire a **Project manager: autonomous shuttles and sustainable transit** to work with our dynamic national team involved in the pursuit of low-carbon smart mobility technologies with Members across Canada and the United States.

Location

Anywhere in Canada – Full Time – Research and Development

About CUTRIC's Culture

CUTRIC is a highly dynamic and fast-paced innovation consortium focusing on technology championship. Despite being a not-for-profit, the team culture operates along the lines of a fast-paced (frequently high-pressure) start-up technology company.

CUTRIC team members are interdisciplinary, widely knowledgeable, science- and technology-driven, and passionate about the environment and mobility innovation.

CUTRIC welcomes and supports diversity in the workplace because we believe it makes us stronger and smarter. Candidates with diverse experiences and backgrounds are encouraged to apply.

Candidates who identify as a woman, non-binary, Indigenous or visible minority are strongly encouraged to apply.

Role Summary

The **Project manager: autonomous shuttles and sustainable transit** will grow to be an integral team member of CUTRIC's commercialization and research team.

The **Project manager: autonomous shuttles and sustainable transit** will need to become familiar with all CUTRIC's commercial and research projects in the low-carbon smart mobility sector in North America, and its membership base.

The **Project manager: autonomous shuttles and sustainable transit** will liaise with CUTRIC team members across Canada, in English, to undertake project activities as required.

The **Project manager: autonomous shuttles and sustainable transit** will be expected to communicate openly, regularly, professionally, and transparently with colleagues and external stakeholders on a regular basis to develop positive member and stakeholder relations over the long-term.

The **Project manager: autonomous shuttles and sustainable transit** is expected to bring years of experience as a project manager to the role and to be able to start delivering on the project promptly and immediately.

Diversity

CUTRIC actively pursues diversity within its employment framework. Women, people who identify as women, transgendered people, and people who identify as a non-binary gender are strongly encouraged to apply.

Role & Responsibilities

The **Project manager: autonomous shuttles and sustainable transit** will be expected to lead CUTRIC's critical autonomous shuttle commercialization and deployment project with the City of Markham and York Region Transit (YRT) by carrying out the following tasks in a highly independent, accountable, professional, and responsible manner:

1. Develop and implement a robust project management plan associated with CUTRIC's National Smart Vehicle Demonstration Project in York Region.
2. Develop and implement a robust set of program-wide non-disclosure protocols for data sharing among project partners.
3. Develop and implement a robust internal budget and control account for project planning processes.
4. Develop and implement a robust risk analysis for the project based on legal and technical inputs. Conduct a robust risk assessment and prepare a comprehensive risk management plan and risk register and design preventive strategies, mitigation measures and issue log.
5. Develop robust and ongoing positive and transparent stakeholder relations with manufacturers, utilities and transit agencies involved in the project.
6. Collaborate with CUTRIC's non-profit Zero-Emissions Bus (ZEB) Consulting Services™ team to ensure the robust achievement of research and reporting milestones associated with battery electric bus operations issues, lesson learned and additional performance data.
7. Develop and deliver on internal and external client-facing and government-facing presentations with project partners to support the ongoing availability of federal, provincial, regional and/or municipal funding for battery electric bus systems across Canada.
8. Establish regular and clear communications with CUTRIC Members and project stakeholders that are engaged in the technical areas of battery electric buses and allied systems to leverage the National Smart Vehicle Demonstration Project to support CUTRIC's membership growth and government relations strategies.

Other duties:

Establish regular relations and transparent communications with national and international partner associations (including the Canadian Urban Transit Association (CUTA), the Ontario Public Transit Association (OPTA), the Association du Transport urbain du Québec (ATUQ), and the American Public Transit Association (APTA), among others) in the pursuit of best practices in autonomous smart shuttle deployments and data collection, sharing and analysis.

Support the design of innovative and cutting-edge content related to autonomous shuttles in sustainable transit operations for CUTRIC's monthly Zero-Emissions Bus (ZEB) Committee nationally, its regular Power Providers Working Groups (for utility-led transit electrification) and its annual Battery Electric Bus and Low-Carbon Smart Mobility conferences.

Critical Skills, Competencies and Educational Requirements

The **Project manager: autonomous shuttles and sustainable transit** will be expected to have the following skills, competencies, and educational achievements:

Minimum

1. Fluent English language skills required in written and spoken form.
2. Fluency in French is a valuable asset.
3. Minimum Master's degree from a recognized university in a relevant field.
4. Evidence of project management certification from a recognized project management accrediting body and/or institute (documentation of exam completion will be required).
 - a. CAPM certification is a minimum for this role. PMP certification is preferred.
5. At least **five years of industry and working experience** in the role of project manager or project lead and project manager in a relevant area (e.g., transportation) or in a technical area in which skills are transferable (e.g., public infrastructure, energy, etc.).
6. Demonstrated commitment to documenting actions and documenting follow through on commitments to deliverable completion.
7. Demonstrated commitment to climate change action and an interest in sustainability in transportation.
8. High-level competency with audio-visual technologies and technical as well as communications software (e.g., Zoom communications tools, HubSpot sales software) with an ability to troubleshoot in real-time during multi-stakeholder meetings.
9. Demonstrated commitment to confidentiality and non-disclosure and respect for the concept of privacy within a corporation.
10. Advanced level of attention to detail and precision.
11. Professionalism in written, verbal and in-person contexts.
12. Strong teamwork ethic and commitment to working with team members locally and digitally across the country.
13. High degree of adaptability to work under pressure in a dynamic work environment.
14. Positive attitude and willingness to think creatively and innovatively to resolve problems and overcome challenges.
15. Leadership mindset and proactive dynamism in problem-solving.
16. Strong focus on time efficiency and waste reduction (both in time and labour resources) to achieve deliverables within CUTRIC's non-profit context and budget constraints.
17. Expressed interest in working in a small company with a highly diverse workplace, including gender, racial and religious diversity.
18. Evidence of an interest in lifelong learning.
19. Strong work ethic and the pursuit of excellence in professional or personal life.
20. Commitment to transparency, accountability, and clear communication.

Location

CUTRIC's team has always been highly digital in nature.

Due to COVID19, CUTRIC has made the decision to work remotely and support work-from-home arrangements with all employees until December 2022, at least.

The only exception to this rule may be bi-annual CUTRIC staff professional development workshops, which may require travel to Toronto, Montreal, or Vancouver when it is safe to do so.

Therefore, the **Project manager: autonomous shuttles and sustainable transit** may be located anywhere in Canada if the candidate has continual or reasonably frequent access to high fidelity internet as 100 percent of CUTRIC's daily business activities are carried out digitally – including video-based digital meetings, which require high fidelity Wi-Fi.

However, this role will likely include travel in upcoming months and years. Therefore, an ability to travel from time to time to site visits or transit agency facilities will be expected when sufficient safety protocols are in place to enable such travel in a low-risk environment.

Salary Range

\$78,000-\$85,000 depending on education, work experience, and aptitude.

Deadline:

Friday, November 12, 2021, 11:55 PST

Health and safety: Full vaccination requirement

To maintain a safe and healthy workplace, new staff at CUTRIC are required to demonstrate evidence of full (double) vaccination against COVID-19 using an approved Health Canada vaccine prior to their first day of work at CUTRIC. Proof of vaccination and verification of vaccination documentation will form part of the offer process and are a condition of employment at CUTRIC, subject to Ontario's Human Rights Code.

How to apply?

Apply online.

Candidates must ensure their Cover Letter refers to this specific job posting and the curriculum vitae/resume and cover letter both demonstrate how the candidate meets the minimum skills and competencies required for this position.