

## Executive Vice President - 714

### Workflow Type

### Job Title

Executive Vice President

### Status

Regular Full-Time

### Temporary - Approximate length of assignment, in months

### Type of Position

a Replacement

### Start Date

Immediate

### Close Date

March 14, 2022

### Salary

Annually

### Salary Grade

NU1N

### Department

York Region -> York Region Rapid Transit Corp

### Location

50 High Tech Road, 4th Floor, Richmond Hill L4B 4N7 - Richmond Hill, ON CA (Primary)

### Job Description (E)

#### **POSITION PURPOSE:**

This position is responsible for the development, implementation, planning and direction of large rapid transit infrastructure projects and related work programs. Is also responsible for coordinating all project phases including planning, engineering, construction and operations. Develops strategic and operational plans and leads a variety of projects teams for planning, design, construction procurements, budget and scheduling for the rapid transit network program in support of the Region's Official Plan policies and Transportation Master Plan.

#### **MAJOR RESPONSIBILITIES**

- Leads the delivery of rapid transit capital projects.
- Aligns strategic and operational plans with the Region's plans, policies and budgets.
- Manages and leads project teams in all phases of project phases.
- Negotiates contracts, conceptual planning, design, engineering, construction, timing and budget.
- Prepares business plans, reports, and funding requests for approval.
- Ensures project deliverables are achieved within expected timelines and within budget.
- Oversees the implementation of financial controls and administration of funding agreements.
- Oversees the implementation of executed agreements.
- Manages and coordinates consultants, tendering processes, construction contracts and ensures conformance to design guidelines.
- Contributes to the review of development applications in the rapid transit corridors.

- Identifies property requirements and oversees coordination for land acquisition requirements.
- Obtains approvals from local, provincial and federal agencies.
- Analyzes, manages and supports the rapid transit component of the Regional growth management strategy.
- Participates in planning and formulation of strategic business planning initiatives.
- Leads the development, implementation and refreshing of rapid transit infrastructure delivery models.
- Participates in developing innovative financial and co-development models including developing legal structures and agreements with outside agencies.
- Provides ongoing direction, goal and strategy setting, development of objectives, policies, and procedures and continuous improvement for all areas of business.
- Supervises staff, including recruitment, selection, hiring, assigning work, determining training and development needs, conducting performance appraisals and determining and recommending disciplinary action up to and including dismissal in accordance with Regional policies and practices.
- Provides broad leadership to management staff, who are accountable for implementing the plans, through a process of planning and developing long-range objectives.
- Promotes the code of conduct, Regional values and HR policies with all staff in the Division/Branch.
- Chairs and/or actively participates on committees, meetings, task forces, work groups and special projects, as directed.
- Manages information in accordance with legislation and corporate standards.
- Performs other duties as assigned to meet YRRTC's and the Region's goals and program/service objectives.

### **QUALIFICATIONS**

- Successful completion of a University Degree in Planning, Civil Engineering, Applied Science, Business or approved equivalent combination of education and experience.
- Minimum of ten (10) years' progressive senior management experience with responsibilities for leadership and direction of large, complex infrastructure projects, strategic business planning, fiscal accountability/sustainability and human resource management.
- Strong negotiation skills and experience with large, complex, multi-faceted legal agreements.
- Experienced political acumen and public skills, with the ability to negotiate, facilitate and present information to a varied audience.
- Demonstrated knowledge of relevant legislation, policies and best practices for leading a large multi-disciplinary, complex infrastructure project.
- Valid Ontario Class "G" driver's license and reliable vehicle for use on corporate business.
- Thorough knowledge of transportation and planning principles, concepts, practices, methods and legislation, GTA context and roles of different levels of government.
- Demonstrated knowledge of planning, transportation and environmental science, rapid transit networks planning, and transit and roads planning and design standards.
- Strong report writing and project management skills to meet program objectives and work to tight deadlines.
- Demonstrated ability in the Region's leadership competencies.
- Advanced skills in virtual platforms and MS Office Suite including the use of virtual platforms for conducting meetings and/or presentations.
- Strong leadership to proactively engage in accessibility, diversity, equity and inclusion initiatives, committing to and taking action to contribute to a more accessible, diverse, equitable and inclusive workplace.
- Demonstrated leadership ability to co-ordinate, plan, implement and evaluate programs and projects for customer service.
- Proven managerial ability including program implementation, and human resource management.

### **Council Approval Date**

### **Scheduled Weekly Hours**

35

### **Scheduled Shifts**

0830-1630

### **Operational Hours**

### **# of Hires Needed**

**Please apply online by 4:30PM EST of the closing date indicated above. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.**

**All York Region Employees are required to be fully vaccinated with a COVID-19 vaccine series, approved by Health Canada or the World Health Organization, as a condition of hire. Should you be the successful candidate, you will be required to comply with the Region's mandatory Vaccination Policy that is in effect.**

**York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require Code-protected accommodation.**