

**Recruitment
Details**

The City of Winnipeg is a vibrant and dynamic organization with many opportunities!

We offer a diverse and welcoming work environment that delivers quality services to our citizens.

Manager of Operations

Winnipeg Transit

Posting No: 120856

Closing Date: May 27, 2022

Job Profile

Under the general direction of the Director of Transit, the Manager of Operations is responsible for the delivery of regular, special, charter, and emergency Transit services to 170,000 customers daily through the coordinated efforts of a staff of more than 1,200. The Manager is a member of the Departmental Management Team, designated departmental representative on the Transit Advisory Committee, and is the department's Emergency Response Coordinator.

This position provides overall supervision to the Operations Division of Winnipeg Transit. It also provides input from a Transit perspective impacting other Departments such as Public Works, Winnipeg Fire Paramedic Service, Winnipeg Parking Authority, and is also a member of the Emergency Management Coordinating Committee (EMCC).

As the Manager of Operations, you will:

- Manage all functions of the Operations Division in the delivery of daily conventional Transit service, charter service, special service and emergency service.
- Direct and coordinate a large workforce and be accountable for authority for the Special Constable status of all Inspectors responsible for enforcement of the Highway Traffic Act, City parking by-laws, and Public Transit By-law.
- Participate on the City's bargaining team for ATU contract negotiations and deal extensively with Union reps on policy and procedural issues and individual employee concerns.
- Manage the divisional operating budget, including special items.
- Plan, develop and approve divisional policy and participate as a member of the Management Team in the formulation of departmental policy.
- Act as Director of Winnipeg Transit and represent the Director at meetings, committees and events as required.
- Coordinate activities of the Training Branch and the ongoing training and development of all staff of the Operations Division.
- Communicate regularly with senior officials in other departments such as the Winnipeg Police Service, Winnipeg Fire Paramedic Service, Public Works, Legal Services, elected officials and representatives of other utilities and agencies. Prepare all necessary correspondence and reports and present at Standing Policy Committee meetings.

Your education and qualifications include:

1. Post-secondary education in Transportation, Business Administration, Public Sector Management, Human Resources/Labour (Industrial) Relations, Transportation Planning,

or Emergency Preparedness Canada Plans & Operations. An equivalent combination of education and experience may be considered.

2. Eight (8) years of progressive management experience in a unionized environment including five (5) years at a senior leadership level responsible for planning, organizing and managing transit activities.
3. Six (6) years of financial management experience including managing budgets for operational and program resources.
4. Experience working in an urban transit organization would be an asset.
5. Knowledge of emerging trends and technologies in the transportation industry.
6. Interpersonal skills with the ability to build and maintain positive working relationships with internal and external stakeholders.
7. Written communication skills including experience preparing detailed administrative reports and business plans.
8. Verbal communication skills including experience facilitating presentations for senior leadership.
9. Organizational and time management skills with the ability to work within tight deadlines.
10. Proven analytical and problem-solving skills with the ability to exercise sound judgment.
11. Negotiation skills with the ability to influence internal and external stakeholders.

Conditions of employment:

- The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
- Police Information Check, satisfactory to the employer, will be required from the successful candidate, at their expense.
- Must be able to work evenings and weekends as required.
- Must be able to travel within and outside of the City of Winnipeg as required.
- Prior to the commencement of employment, the successful applicant will be required to provide proof of COVID-19 vaccination by providing a Government of Manitoba issued QR code and photo identification or providing proof of an exemption from the COVID-19 vaccination approved by the Government of Manitoba.

CORE COMPETENCIES: FOR ALL EMPLOYEES OF THE CITY OF WINNIPEG:

- Citizen & Customer Focus
- Respecting Diversity
- Ethics and Values
- Integrity and Trust
- Results Oriented

How to Apply

APPLY ONLINE, including all documentation listed below:

1. Current cover letter (**Required**).
2. Current resume (**Required**).
3. Applications submitted without REQUIRED documentation will not be considered.

Your application documents must clearly indicate how you meet the qualifications of the position.

Notes

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact 311. The City of Winnipeg uses the [Korn Ferry Leadership Architect Competency Model](#) as part of the recruitment process.

The salary range for this position is \$3,916.85 - \$5,275.47 bi-weekly.

We have great benefits and competitive salaries, and we are committed to ongoing learning and career development!

WE SEEK DIVERSITY IN OUR WORKPLACE. INDIGENOUS PERSONS, WOMEN, VISIBLE MINORITIES, AND PERSONS WITH A DISABILITY ARE ENCOURAGED TO SELF-DECLARE.

Only candidates selected for interviews will be contacted. Requests for Reasonable Accommodation will be accepted during the hiring process.