

Halifax Regional Municipality is inviting applications for the permanent position of **Project Manager Transit Fleet Electrification with Halifax Transit**. We encourage applications from qualified African Nova Scotians, racially visible persons, women in non-traditional positions, persons with disabilities, Aboriginal persons, and persons of the LGBTQ+ community. HRM encourages applicants to self-identify.

Under the general direction of the Director of Planning & Customer Engagement, the Project Manager Transit Fleet Electrification is responsible for the successful delivery of complex transit vehicles and infrastructure related engineering projects to Project Management Institute (PMI) Standards, in accordance with the established industry and HRM best practices.

#### **DUTIES & RESPONSIBILITIES:**

- Responsible for managing project budget, schedule, team composition, communications, quality, and risks.
- Coordinate project management activities, resources, equipment, and information.
- Coordinate project update calls and design meetings; compile and send meeting minutes.
- Assists in preparing technical reports for senior staff, Directors, and Regional Council; responds to inquiries from the public, Councillors, government agencies, consultants, contractors, and other HRM departments regarding approved or contemplated Capital Projects.
- Monitor and update project progress and schedules, follow-up on outstanding items.
- Assign tasks to internal teams and assist with schedule management.
- Act as the point of contact and communicate project status to all participants.
- Maintain up-to-date tracking of expenses to project budgets.
- Coordinate site visits, installations, and deliveries with relevant parties.
- Develops and maintains project reporting documents including charters, schedules, work breakdown structures, risk registers, written and oral reports, KPI's, tracking, forecasts, and post-mortems.
- Assists in the development of the Capital Budget Program by identifying work/projects, scoping and cost estimating, scheduling, integration of projects, providing recommendations on project prioritization within funding envelopes, and coordination with other departments.

#### **QUALIFICATIONS:**

##### **Education & Experience**

- Post-secondary education in a relevant discipline, preferably in (Environment, Transportation, Construction).
- Five years' experience in project management roles.
- Project Management Professional Certification will be considered an asset.

##### **Technical Knowledge**

- Strong Project Management skills in multi-disciplinary transportation projects.
- Proficient in applications such as Microsoft Office (Word, Excel, PowerPoint, Outlook), or similar computer applications.
- Strong knowledge of the HRM Municipal Services Systems design guidelines and/or other design guidelines necessary to carry out accurate civil engineering designs.
- Strong knowledge of Project Management Processes (Project Management Institute etc.)
- Working knowledge of Microsoft Project, and GIS.
- Working knowledge of Computer Aided Drafting, preferably AutoCAD Civil 3D.
- Proficient in estimating quantities of materials, unit costs, and total costs of municipal projects.
- Strong knowledge in administration of contracts with consultants.
- Level of understanding of HRM's transportation network.

- Must demonstrate efficiency and co-ordination in carrying out assigned duties with the ability to work independently with limited supervision;
- General understanding of HRM's organizational structure and the specific working relationship between HRM Business Units;
- Must be able to work within, lead, and contribute to a team environment;
- Possess effective oral and written communication, and public relation skills.

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening check.

**Please note** - Testing may be conducted as a component of the selection process to assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

**COMPETENCIES:** Valuing Diversity, Communications, Customer Service, Decision Making, Networking/Relationship Building, Organizing & Planning, Organizational Awareness, Risk Management, Value & Ethics, Visioning, Strategic Thinking & Innovation

**WORK STATUS:** Permanent, Full Time

**HOURS OF WORK:** Monday - Friday, 8:00am - 4:00pm. Additional hours may be required because of project schedules, including attendance at evening public meetings.

**WORK LOCATION:** The primary work location for this position is 80 Grassy Lake Drive, Halifax NS

**CLOSING DATE:** Applications will be received up to 11:59 PM on May 26, 2022

**Please note:** We thank all applicants for their interest in this position. Only those applicants selected for an interview / testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation should discuss their needs with the Recruiter when invited to the assessment process.

Qualified HRM retirees may also be considered for competitions. In these circumstances, a form of employment may be offered, including term and/or contract employment.

(Position #78627425)