

Halifax Regional Municipality is inviting applications for the permanent position of **Supervisor, Transit Infrastructure 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 Manager, Planning and Scheduling will provide leadership in implementing a wide variety of infrastructure projects to improve public transit. The position will be responsible for managing medium and large-scale projects, while also providing supervision and guidance to a team. They will coordinate closely with the Supervisor, Transit Planning, and Supervisor, Transit Scheduling, to ensure high quality infrastructure projects are delivered that improve the transit system, ranging from transit centres, terminals, Park & Rides, transit priority measures and bus stops.

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

- Oversees the bus stop infrastructure program, including providing guidance and strategic direction, and managing resources for annual accessibility improvements, shelter program, and bus stop signage installation.
- Assists in the development of Halifax Transit capital project budgets and development of project plans to make improvements to existing facilities or introduce new assets including transit terminals, Park & Rides, transit centres and transit priority measures.
- Provides project management of medium and large-scale projects, including the supervision/coordination of capital facility improvements.
- Contributes and provides expertise and strategic guidance on new initiatives, projects, and programs, such as new ferry service, bus rapid transit, etc. as it relates to the required infrastructure.
- Collaborates with transit staff, other municipal business units, and external vendors to ensure smooth delivery of projects from project inception, budgeting, procurement, managing contracts, delivery, and implementation.
- Coordinates and assigns workloads, ensuring alignment and collaboration among the team to efficiently meet project and program objectives.
- Prepares, analyses, and evaluates reports (including Council reports) for various public transit projects.
- May perform other related duties as assigned.

#### **QUALIFICATIONS:**

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

- Undergraduate degree in Engineering, Transportation Planning, Urban Planning, Project Management, Architecture, or equivalent. Graduate degree considered an asset.
- Minimum of three years of experience in transit and/or transportation planning or project management.
- Training and experience in project management is required.
- Licensed Professional Planner, Professional Engineer, or Project Management Professional certification considered an asset.

##### **Technical Knowledge**

- Strong knowledge of public transit planning principles and best practices.
- Strong leadership skills.
- Experience in preparation and management of large-scale capital and operating budgets.
- Strong communication and interpersonal 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, Analytical Thinking, Conflict Management, Risk Management, Teamwork & Cooperation, Visioning, Strategic Thinking & Innovation, Networking/Relationship Building, Decision Making, Developing Others, Managing Change

**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.

**SALARY:** NU 8 of the Non-Union Pay Scale (\$81,000 - \$111,400) per annum, commensurate with experience.

**WORK LOCATION:** The work location for this position is 1791 Barrington Street, Halifax

**CLOSING DATE:** Applications will be received up to 11:59 PM on May 15, 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