

Management Salary Scale: Step 10  
(\$2781.86 - \$3477.33 bi-weekly plus BSA)

**Description:**

Reporting to the Transit & Parking Manager, the incumbent is responsible for overseeing the daily operations for both transit and parking services. Responsibilities include supervising the delivery of all fixed route conventional, specialized and charter services, as well as all parking related services. The incumbent is required to take appropriate action to ensure the safety and security of transit & parking personnel, customers and assets in accordance with all policies, procedures, regulations and legislation governing the workplace and delivery of service. The work involves the supervision of subordinates, receiving comments and complaints from the public regarding the Transit system and parking services. The incumbent is expected to exercise considerable initiative, motivation, management, and people skills to reach desired result.

**Position Summary:**

- In consultation with the Transit & Parking Manager, select, motivate, train, manage and schedule work according to priorities;
- Review employee performance on a regular basis and take corrective/disciplinary action on such matters as collisions, complaints, late reports, absenteeism, etc., and make recommendations and/or take action as required;
- Assist the Manager in the development of new routes and schedules while maintaining a good working knowledge of all routes, schedules and regulations;
- Reconciles and records time payroll;
- Assist in the preparation of annual operating budgets as well as oversee monthly expenditures for Transit and Parking Operations;
- Assist in the preparation of materials required for committee meetings;
- Assumes responsibilities of the Transit & Parking Manager during their absence and acts as a replacement for other positions in operations as required;
- Performs other duties as required.

**Position Specifications:**

**Education and Experience:**

Graduation from a university degree or post-secondary diploma program. An equivalent combination of relevant experience and academic training will also be considered.

Minimum of five (5) years' experience in Municipal operations with extensive knowledge of transit operations.

**Knowledge and Desired Skills:**

- Leadership – ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and departmental/corporate goals;
- Teamwork – ability to effectively contribute to the establishment, maintenance and success of work teams, focused on achieving individual, team and departmental goals; supervise and motivate staff;
- Effective verbal and written communications;
- Establish and maintain effective working relationships with staff, other departments, government and outside agencies;
- Negotiation skills – ability to use negotiation techniques and influencing skills in a manner that gains agreement or acceptance;
- Problem solving abilities – ability to identify issues or problems and develop strategies, ideas, and opportunities for resolving them;
- Strong skills related to process improvement.

**Interested Individuals May Apply by Email to**

**[hr@fredericton.ca](mailto:hr@fredericton.ca)**

**by 4:30 pm on September 2, 2022**

*The City of Fredericton is an equal opportunity employer.*

*Only those applicants selected for further consideration will be contacted.*



Interna/External Posting

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