

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 115 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People 



JOB TITLE: Project Leader, Higher Order Transit Environmental Assessments

DEPARTMENT: Transit

POSTING NUMBER: 105486

NUMBER OF POSITIONS: 1

JOB STATUS & DURATION: Full Time Permanent

HOURS OF WORK: 35 hour workweek

LOCATION: Hybrid Model – when working onsite, you will report to the location of Clark Boulevard Transit Facility.

SALARY GRADE: 6

HIRING SALARY RANGE: \$95,679.00 - \$107,639.00 per annum

MAXIMUM OF SALARY RANGE: \$119,599.00 per annum

JOB TYPE: Management and Administration

POSTING DATE: June 27, 2023

CLOSING DATE: July 27, 2023

AREA OF RESPONSIBILITY:

Reporting to the Manager, Higher Order Transit EA, the position is accountable for a number of engineering, and planning functions related to higher order transit including transit environmental assessments. Supports higher order transit programs and initiatives including planning, design, analysis, related studies, and business case development, and reviews, and budgeting to the standards required by legislation and the City. Supports with stakeholder engagement on various projects and initiatives, and carries out other duties as assigned. Supports the long-term development of the transit network to ensure that the City's goals around ridership growth, public service and safety are met or exceeded.

1. Project Lead. Lead and support higher order transit EA projects and initiatives by formulating work-plans, carrying out project management activities, coordinating with internal and external stakeholders, and managing external consultants. Prepares contract documents for RFP, and coordinates the award of the contract. Organizes engineering/ planning activities in the approval process, and facilitates approvals with various internal and external agencies. Responsible for leading and supporting Transit Project Assessment Process (TPAP). Administration duties include creating project synopsis, summaries, project charter, project schedules and governance. Manage work plans and timelines. Manages the technical

and professional responses to ensure compliance and clarity. Investigate and respond to public complaints and suggestions.

2. Technical consultation. Provide advice, guidance and technical assistance for all higher order transit and related projects to Transit staff and other city and external groups working on the planning, design and construction of the BRT system, stations and other transit facilities and elements. Apply technical/professional knowledge to analyze data compose or interpret technical reports, provide recommendations and direction to other professionals in the delivery of project, and plans. Prepare project documents and use expertise to read and interpret drawings and specifications. Make recommendations in accordance with legislation and Corporate Standards. Evaluate RFP documents, engineering reports and consultant proposals and makes recommendations for Council approval. Work collaboratively with other departments, committees and various advisory groups. Highlight any concerns relating the safeguarding of life, health, property, economic interests, the public welfare and the environment. Facilitate focus groups. Prepare and review drawings, specifications, and technical reports. Identify project risks, and high level costs. Develop risk management and action plan, monitor risks, take the appropriate action proactively to minimize potential negative impact of the risks on the project, and report on risk responses. Researches new technologies to support business. Works closely with City planning staff to ensure that land-use development proposals and policies are compatible with providing convenient and attractive transit service and reliable and safe transit operations.
3. Project human resource leadership. Manage project teams including staff, external consultants and contractors to effectively implement higher order transit projects, assign responsibilities. Have overall responsibility for coordinating schedules and project budget, track progress, provide day-to-day guidance for decision-making, inspect and supervise work. Provide all aspect of supervisory responsibilities including labour relations and mentoring to staff. Ensure the effective and efficient resolution of issues. Acts as a team member by representing Brampton Transit's interest as a member of various committees, and at informational presentations.
4. Financial accountability. Advise on budget control and monitor expenditures during all project phases. Coordinate the procurement process with Purchasing, Legal and project stakeholders. Ensure project delivery within the agreed budget and schedule. Analyze the impact of project deferrals, cost overruns, delays and informs client groups. Recommend measures to ensure the project requirements are addressed accordingly.
5. Support with Budgets. Assists in the preparation of annual project budget by preparing cost estimates of projects. Supports with annual budget preparation. Prepares and reviews quarterly and annual reporting. Apply engineering principles in the preparation of higher order transit budget for Council approval.
6. Customer Service. Build and maintain a relationship with internal and external stakeholders, departments and team members to achieve project goals and objectives. Work well within the division to achieve common goals and objectives. Ensure a positive working relationship with clients, area municipalities and other Government bodies to ensure coordinated construction.
7. Reporting. Effectively coordinate all documentation, including all correspondence from architects, engineers, building inspectors, contractors and sub-contractors. Prepare detailed and timely status and progress reports on projects, attend meetings to present reports as required, i.e. Council, Committee meetings, various advisory and steering committees meetings. Create and implement a communication strategy for all projects to keep stakeholders informed. Attend public meetings to make presentations and respond to queries about assigned higher order transit EA projects. Ensure all closeout documents are acceptable. Establish and maintain project information to support management information systems (e.g. cost control sheet, quantity survey data etc.)

SELECTION CRITERIA:

EDUCATION:

- Degree or Diploma in Civil Engineering, or Environmental Engineering
- Professional Engineering designation (P.Eng.), registration with Professional Engineers of Ontario, or Membership of Certified Engineering Technologist (C.E.T) designation, or registration with the Ontario Association of Certified Engineering Technologists and Technicians (OACETT)
- Courses in Public Administration/Financial Management, preferred

REQUIRED EXPERIENCE:

- For P.Eng. 3-5, and for C.E.T. or OACTT 5-7 or more years of experience in a municipal or similar public sector engineering environment, or in private sector working on transit environmental assessments, TPAP's.

OTHER SKILLS AND ASSETS:

- Proven ability to manage in a team environment and to supervise technical professionals
- Training in engineering computer applications
- Project Management experience and methodology
- Excellent communication skills (written and spoken) in English; ability to write and present complex data to non-professionals
- Conflict management, influence and negotiation skills
- Exceptional communication skills both written and oral (English)
- Computer proficiency with MS Office Suite (Word, Excel, PowerPoint) project software and AutoCAD, GIS
- A valid Ontario Driver's License Class "G" and the use of a personal vehicle for site
- Must be able to wear personal protective equipment

***Various tests and/or exams may be administered as part of the selection criteria.*

Alternate formats will be provided upon request.

Interview: Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available.

If this opportunity matches your interest and experience, please apply online by clicking the button above quoting **reference #105485 by July 27, 2023** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.