

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 171 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: Technical Coordinator, Zero Emission Mobility
DEPARTMENT: Transit
POSTING NUMBER: 105640
NUMBER OF POSITIONS: 1
JOB STATUS & DURATION: Full Time Permanent
HOURS OF WORK: 35 work week
LOCATION: Hybrid Model* – when working onsite, you will report to the location of Transit-Sandalwood (130 Sandalwood Parkway)
SALARY GRADE: 5
HIRING SALARY RANGE: \$ 84,403.00 - \$ 94,954.00 per annum
MAXIMUM OF SALARY RANGE: \$ 105,504.00 per annum
JOB TYPE: Management and Administration
POSTING DATE: October 4, 2023
CLOSING DATE: October 25, 2023

AREA OF RESPONSIBILITY:

Reporting to the Program Leader, Zero Emission Mobility, the Technical Coordinator, Zero Emission Mobility (ZEM) is responsible for the effective coordination of technical elements required to support the transition to and ongoing operation of zero emission vehicles in the Transit fleet. The Technical Coordinator, Zero Emission Mobility coordinates zero-emission vehicle and supply equipment telematic requirements; collects and analyzes data from multiple sources and provides performance dashboards and reports. Assists in the preparation of detailed project charters, plans and schedules, provides expertise, consultation, and analysis on various research projects and programs related to zero emissions transit. This role will be involved in confidential projects with access to privileged information.

1. TECHNICAL COORDINATION

- Coordinate technical aspects of zero-emission vehicles and (electric vehicle) supply equipment (EVSE); electrical and software systems required to design and manage power generation, supply, control, and optimization of smart fleet charging and dispatch.
- Assists the ZEM team in the preparation of specifications to ensure data telematics support operational and financial performance requirements.
- Collect and analyse data telematics from transit fleet, EVSE, building automation systems, prepare reports and performance dashboards.
- Support development of zero emission procurements, training, and safety program requirements.
- Works with internal staff and external consultants to undertake predictive modelling analysis, develop and coordinate quantitative and qualitative key performance indicators (KPI's) for the ZEM Program.
- Develops and maintains various registers, such as Issues & Problems Register, Lessons Learned Register, and Risk Register related to the ZEM Program.

- Participates on provincial, national, north American, and international technical committees related to ZEB performance.

2. CUSTOMER SERVICE

- Function as a technical subject matter expert in support of the planning, delivery, and execution of broader municipal, regional, provincial, and national transit electrification projects.
- Provide guidance, support and feedback to the city programs, portfolios, divisions and departments related to the technical aspects to consider in the planning and delivery of electrification projects.
- Build and maintain relationships with cross-functional departments, team, and management to support coordination and ensure a thorough understanding of technical and data requirements to support operational and financial needs.
- Develop a strong working relationship with key internal and external stakeholders and customers and professionally represents the city on external technical committees and working groups.
- Escalate complex issues to appropriate level for resolution.

3. COMMUNICATION AND REPORTING

- Participate on provincial and national committees related to technical issues supporting ZEB adoption and performance.
- Prepare (and deliver) presentations, reports, and ad hoc information requests that include measurement of progress against set goals and objectives.
- Contribute to achieving operational objectives by providing information and recommendations to strategic plans and performance related process mapping and efficiency reviews.
- Prepare and completes data summaries and analyses, statistical analyses, and provide recommendations on technical items.

4. ADMINISTRATIVE SUPPORT

- Provide internal and external support for the coordinated efforts of the Zero Emission Mobility Team.
- Assist in developing processes, and coordinates responses to various technical inquiries and surveys, while adhering to corporate practices and standards.
- Responsible for monitoring the Zero Emission Mobility shared email inbox and actioning items for response/follow-up.
- Attend meetings, record, and distribute accurate meeting minutes and action items.
- Supports the ZEM team in the preparation of presentations, reports, letters, and develops meeting agendas.
- Maintain listing of authorized representatives participating on various internal and external committees, work teams, and task forces.
- Maintain accurate event attendance register, and presentations delivered by ZEM staff.
- Ensures ZEM group compliance with established records management (BRIMS) and active management of ZEM SharePoint/Team site(s).

5. CORPORATE CONTRIBUTION

- Conduct technical research and benchmarking using internal and external resources to gain insight of market trends, current programs, processes, and practices to support management and recommend technical solutions to improve business processes, zero-emission transit service delivery solutions and best practices.
- Maintain knowledge of applicable collective agreements, City policies and practices, legislation, safety and operating regulations and Standard Operating Procedures (SOPs) and Codes of Practice (COP).

- Participate in business and other reviews to improve service delivery of the zero-emission mobility program.

SELECTION CRITERIA:

EDUCATION:

- Post-secondary degree or diploma in Engineering, Architecture, Construction or Facilities Management, Urban Planning, Business Administration, Public Administration or equivalent in related field.

REQUIRED EXPERIENCE:

- Minimum 3 years proven technical program management experience, in a mid-size and/or large complex organization.
- Experience in public sector (ideally from within a public transit agency) and/or unionized environments is an asset.
- Exposure to zero emission vehicles, charging systems, and high voltage is also an asset.

OTHER SKILLS AND ASSETS:

- Demonstrated knowledge and practical experience from within any combination of applicable codes and standards of public transit, industrial facility operations/maintenance/construction, and electrical systems and zero-emission vehicle charging infrastructure, including for example:
 - vehicle-to-vehicle (V2V), vehicle-to-grid (V2G)
 - Open Charge Point Protocol (OCPP)
 - SAE J1708, J1587, J1939, J3105-1, J1772 (ccs-1 plug),
 - Controller Area Network (CAN bus), and On-Board Diagnostic II (OBD2)
 - Radio Frequency Identification (RFID) tags and readers
 - Supervisory Control and Data Acquisition (SCADA) systems.
- Proven technical research and data analytics to support delivery of complex and interoperable systems using a team-based approach.
- Skills and expertise in any combination of computer applications including zero-emission vehicle and charger telematics, data design, engineering, and GIS integration, building automation systems.
- Technical analysis skills with strong attention to detail and an ability to handle multiple priorities.
- Excellent communication skills both oral and written.
- Proven ability to work with and distil large and complex datasets into easily understandable key performance indicators.
- Outstanding interpersonal skills with an ability to deal effectively with multiple stakeholders and demonstrated sound conflict resolution skills.
- Fosters trust, cooperation and collaboration and inspire others to strive for excellence.
- Strong technical report writing skills coupled with excellent presentation skills.
- Ability to travel to various work locations across the City and Greater Toronto and Hamilton Area (GTHA) when and as required.
- Travel to other transit agency facilities may be required to increase related project knowledge.
- Valid, non-probationary, Ontario Class G Driver's Licence
- Professional designation in PEO, OACETT, OAA, CIP, ARIDO, PMI, or other considered an asset.
- Trade license as 310T, 309A, 442A considered an asset.

***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. *Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at www.brampton.ca/employment above quoting **reference #105640 by October 25, 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.