



Transit and Mobility Specialist (Hybrid - Remote/On-Site)

Closing Date: November 13, 2023

We Are:

The Town of Okotoks is a progressive organization, offering a challenging and dynamic work environment where collaboration, open communication, frequent exchange of ideas and teamwork across different business centres assists us in providing exceptional customer service. The Town of Okotoks fosters a culture of shared accountability through our collaboratively developed “Habits of Execution”, which empower employees to focus on organizational outcomes and support a high performance culture. We have a strong focus on health and safety, and strive for a culture of wellness, inclusion and organizational effectiveness.

The Opportunity:

We have an exciting opportunity for a highly motivated Transit and Mobility Specialist to join our team. Reporting to the Transportation, Fleet & Facilities Manager, the Transit and Mobility Specialist is responsible for:

- Establishing key performance indicators and metrics for transit, mobility, and infrastructure accessibility;
- Assessing work processes to ensure services are being carried out in a customer focused manner and ensure all budget requirements are met;
- Developing, monitoring and maintaining operating policies and procedures for all work, including compliance with environmental and safety legislation;
- Compiling and analyzing key operational statistics and develop progress reports;

- Working with other business centres to ensure transit and mobility considerations are reflected in projects and long term plans;
- Consulting with senior management to update budgets (annual & multi-year for both capital and operating);
- Reviewing service levels and customer feedback;
- Making recommendations to modify/change service levels to improve access and utilization;
- Providing oversight of all contracts and coordinate on-demand transit program;
- Conducting background research which may include reviewing existing agreements and documents, best practices related to contract performance, and industry trends;
- Developing standards, specifications and special provisions for future public competitions to support the service delivery model for transit and mobility services;
- Maintaining positive relationships with internal and external customers and suppliers;
- Researching and apply for funding opportunities related to transit and mobility as well as complete reporting to funding agencies;
- Coordinating maintenance schedules for equipment with Fleet and infrastructure improvements with Transportation.

What You Bring

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is equivalency to completion of a degree in Project Management, Contract Management, Business Administration, or Transit Planning.
- 5 or more years of work related experience representing continuous learning and career progression, including 1 year experience indirect supervision and/or leadership mentorship experience. Municipal experience will be considered an asset.
- Knowledge about equipment and vehicles used for transit services as well as Occupational Health & Safety regulations.
- Strong negotiation, communication, and interpersonal skills are required.
- The ability to build solid relationships; interact positively and work confidently with staff at all levels and the public.

- Being innovative and having a collaborative approach to Transit and Mobility services is an important asset.

What We Offer:

- Competitive Salary
- Comprehensive health, dental, paramedical benefit plans
- An excellent pension plan
- Career development
- Flexible work schedule
- Hybrid-remote/on-site
- So much more!

Pre-employment Requirements:

Candidates who progress to final stages of the recruitment process will be required to provide proof of education and designation along with a favorable criminal record check, and possibly a driver's abstract depending on the position.

Business Centre Operations and Utilities Division

Position Type Full-time

Compensation \$90,241 - \$99,446

Hours of Work 37.5

Number of Openings 1

Work Location Hybrid - On-site/remote

Police Record Check Required Yes

Driver's Abstract Required No

Deadline to Apply November 13, 2023

How to apply

Interested applicants are invited to submit a cover letter and resume online through the Apply Now option by the closing date listed. We will not be able to accept late applications.

The Town of Okotoks is an inclusive workplace and welcomes applications from all qualified applicants.

We thank all applicants for their interest. Only those receiving an interview will be contacted.

The Town's dedication lies in cultivating a workplace that embraces respect, inclusivity, and equity, mirroring the diverse community we serve. Upholding the core values of Diversity, Equity, Inclusiveness, and Accessibility is our unwavering commitment. The Town of Okotoks prides itself on being an inclusive workplace, inviting applications from all qualified candidates. If you are contacted by The Town regarding a job opportunity, please advise if you have any restrictions that need to be accommodated.

All information received in relation to accommodation will be kept confidential. If you have any questions or require any accommodations, please contact us at:

Hr@okotoks.ca

Permanent

Accepting Applications

Job description 

Apply now 

Last Updated: October 24, 2023

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