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City of
Saskatoon

OPPORTUNITY PROFILE

Planning Manager (Transit)



City of Saskatoon

www.saskatoon.ca

The City of Saskatoon is located in central Saskatchewan, in Treaty 6 Territory and the Homeland of the Métis. The name “Saskatoon” comes from the Cree word *misâskwatômina*, which refers to a sweet, purple berry which still grows in the area.

At approximately 300,000 people, Saskatoon is the province’s largest city. The South Saskatchewan River flows through the heart of the city, and the vast river valley, managed by the Meewasin Valley Authority, is the envy of cities across North America. Saskatoon is also home to Wanuskewin, an award-winning National Historic Site that has been named to Canada’s Tentative List for UNESCO World Heritage Sites.

Saskatoon is a growing and diverse city. Throughout its history, it has welcomed people from all over Canada and the world. Over 60 different neighbourhoods, each with its own unique characteristics, make up the community.

Saskatoon is an attractive and friendly city with a diverse economy, low unemployment, a healthy real estate market, and rising incomes which are all contributing to steady growth.

For more information about the City of Saskatoon, please visit: www.saskatoon.ca and www.discoversaskatoon.com

About Saskatoon Transit

Saskatoon Transit is a division within the City’s Transportation & Construction Department and serves nearly a million rides each month. With 38 routes and more than 1400 stops, Saskatoon Transit can serve all corners of the city, providing eco-friendly and safe alternative transportation for residents.

Our Mission

To provide cost-effective, safe, and affordable public transit services using clean and environmentally friendly equipment enabling residents to access work, education, health care, shopping, social and recreational opportunities.

The Opportunity

Reporting to the Director of Transit, the Planning Manager (Transit) oversees the planning, development, and implementation of the City of Saskatoon's transit network. This position will ensure that the local network aligns with and supports the Bus Rapid Transit (BRT) system, including its services and infrastructure while aligning with the specific needs of the communities and integrating seamlessly with the present secondary local transit system.

Key Roles & Responsibilities

- Manages the activities of the Transit Planning Section and ensures its alignment with corporate goals, guiding principles, and management commitments.
- Establishes and monitors the performance targets for the Section.
- Manages assigned staff; hires and assigns work schedules; assesses staffing needs; identifies and pursues other resources if necessary; and performs layoffs and recalls. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
- Develops short, medium, and long-term transit plans, including route design, policy development, and service standards, and identifies the need for new infrastructure, including transit priority measures, passenger facilities, and transit centers.
- Develops program-specific standards, policies, and procedures, ensuring alignment with the corporate goals, guiding principles, and management commitments. Implements targets and measures for the designated program, reports on progress, adjusts as necessary, and alerts senior administration of critical issues and risks.
- Provides strategic planning and direction for future transit service delivery, including new or modified transit routes, transit priority measures, transit facilities, and higher-order transit systems, such as rapid bus transit.
- Manages new or specific projects and programs, including delivering new service types, transit consulting plans, and projects.
- Identifies opportunities for improvement to increase system-wide customer satisfaction by understanding customers' experiences and transit needs.
- Acts as the City's representative in dealings with transportation authorities and developers on transit-related issues and may act as the Director of Transit, as required.
- Prepares written and oral reports in response to inquiries of the City Council, Committees of the Council, senior administration, and the public.
- Prepares and administers annual budgets for the Section and assists in developing annual business plans.
- Implements appropriate safety standards and promotes a safe work environment.
- Performs other related duties as assigned.

The Person

Qualifications & Education Requirements

- A degree in civil engineering, transportation planning, or regional and urban planning will be considered an asset.
- Extensive engineering experience in the planning, designing, and operating a transit network.
- Registered, or eligible for registration, as a Professional Engineer with the Association of Professional Engineers and Geoscientists of Saskatchewan or with the Saskatchewan Professional Planners Institute.
- Possession of a valid Class 5 Saskatchewan Driver's License.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Thorough knowledge of principles and practices related to transit systems and transportation planning.
- Knowledge of generally accepted accounting, budgeting, and financial procedures.
- Demonstrated ability to plan, direct, coordinate, monitor, and evaluate the work of assigned staff.
- Demonstrated ability to communicate effectively, orally and in writing, including preparing and presenting complex technical reports.
- Demonstrated effective interpersonal skills to establish and maintain effective working relationships with civic staff, civic officials, representatives of other agencies, and the public.

Knowledge, Skills & Attributes

Strategic Thinking – Passionate about transit operations; possess the ability to understand and respond strategically to the complexities of public transportation matters. Has a strong ability to deal with complex and divergent issues and how these issues impact the community and policy development.

Technology Savvy – Expertise on the job with a high knowledge of technology and transit networks. Basic electrical knowledge is an asset.

Leadership Skills – A proven ability to create and sustain a shared commitment to key municipal engineering issues and foster innovation. A hands-on individual, however, with the innate skill of leading and mentoring by example.

Interpersonal and Communication Skills – 360 communication skills; able to proactively influence people and events, ensure effective internal and external communication, and communicate effectively with individuals and groups in written and verbal forms. Well-developed public presentation skills with the ability to address and engage Senior Management and Elected Officials. Effectively communicates with all stakeholders.

Personal Management Skills – Demonstrate self-confidence, interpersonal flexibility, initiative, innovation, perseverance, and integrity.

Team Player – Collaborative; ability to work in a multi-discipline team and to lead when appropriate.

Multi-Task Oriented – Able to demonstrate confidence in an ever-changing and competitive environment. Able to work on several projects at one time.

Critical Decision making – A problem solver; can “change gears” quickly, analyze and assess the situation, and prioritize tasks accordingly. The ability to take responsibility and be answerable for emergency matters and is solutions-driven.

Independent – Is self-motivated, forward-looking, and able to work independently or with little supervision. The ability to lead a project from conception to design and construction, given broad objectives only.

Credible – The Planning Manager will be able to build rapport with various stakeholders to coordinate activities, utilize a collaborative approach to getting the work done, and demonstrate business acumen in pursuing the organization’s mission statement.

Organization / Political Savvy – Strongly understands municipal government, structure, and culture to deliver performance and customer value. Strategically and systematically evaluates the impacts of decisions on projected needs and prospective required services. Able to demonstrate judgment from a broad perspective. Comprehends unionized environments, policies, procedures, and collective agreements.

Ethics and Values – The incumbent will treat people fairly and with dignity. Willing to admit mistakes, even in the face of adverse consequences. Their principles act as an internal compass to guide their behaviour, allowing them to uphold the personal, social, and ethical norms of the city.

Customer Focused – Possess a positive, friendly manner and can deal with challenging situations with empathy and sincerity. Has a “can do” attitude to do whatever is necessary to satisfy customers' needs.

Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

Express Your Enthusiasm

Our organization values diversity, equity, and inclusion in all aspects of our operations. We invite candidates to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Anurag Shourie, Sonny Kapoor, or Deepthi Koshy** at edmonton@leadersinternational.com, indicating the job title in the subject line of the email.

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