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Transit Service Project Manager

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Job Title:

Transit Service Project Manager

Job Number:

J0125-0118

Job Code:

NU263

Job Category:

Transportation

Department:

Transportation & Transit Services

Bargaining Unit:

Non-Union

Job Type:

Full Time

Employment Type:

New

Number of Positions:

1

Hours of Work:

35 hrs/wk

Salary:

\$92,042.86 - \$115,044.20/Year

Date Posted:

January 17, 2025

Closing Date:

February 16, 2025

Opening Statement

The City of Kingston is grateful to experience the traditional territories of Anishinabek (Ah-nish-nah-beg), Haudenosaunee (Ho-den-o-show-nee) and Huron-Wendat (huron-wen-dat). Kingston is a smart, livable city in the heart of eastern Ontario. Its stable and diversified economy includes global corporations, innovative start-ups and all levels of government.

At the City of Kingston, we believe that diversity and inclusion are essential elements of a thriving workplace. We value the unique perspectives and experiences that each individual brings to our team. As we continue to grow, we are dedicated to creating an environment where all employees feel welcomed, respected, and empowered to contribute their best work. The City of Kingston views diversity as its strength and we encourage applications from individuals of all backgrounds, including those from underrepresented communities.

As staff, you play a pivotal role in enhancing people's lives by delivering exceptional, customer-centered services of the highest quality. Within our highly ethical environment, you'll embrace accountability by consistently going above and beyond, actively listening to our customers, creatively addressing their needs, and maintaining unwavering respect for all individuals you serve. As a result, you'll become an integral part of our qualified and dynamic team, recognized for its compassion, excellence, integrity, inclusivity, and adaptability.

Position Summary

Reporting to the General Manager of the Kingston Transit the Transit Service Project Manager is responsible for leading initiatives develop transit service and infrastructure, performance of service and infrastructure, transit technology, and policy development, review and implementation.

The Transit Service Project Manager plays a vital role in developing plans and delivering projects to support the transit service, management of infrastructure and technology assets.

Using solid project management principles informed by data gathering, analysis, and engagement this role provides recommendations on service, scheduling, technology, and staffing requirements. This position will work closely with other municipal transit agencies, consultants, and industry partners to deliver best in class transit projects to support the goals of the transit service and City. As part of this work the Transit Service Project Manager will act as a subject matter expert for the transit operation and ensure new or upgraded projects are designed, tested, and commissioned in a sustainable manner to allow seamless integration into the operating and customer environment.

Effectively plan, budget and allocate resources to model transit service options, make recommendations, and lead the implementation of new services and modifications of existing services in line with approved plans and

guidelines.

Lead and manage projects related to system upgrades, implementations, and process improvements.

Develop and manage project plans, timelines, and milestones, ensuring adherence to deadlines and budget constraints.

Coordinate with cross-functional teams, department heads, and external vendors, to ensure project success.

Manage the development of bus operator staff schedules aligned to the Collective Agreement, legislative requirements, and approved operating budget.

Plan and execute the annual capital program for transit services and infrastructure

Manage and analyze data reporting and performance monitoring in alignment with approved guidelines. Make data driven recommendations based to manage service levels, transit stops and other items.

Review and provide technical comment and support to internal departments including Engineering, Planning, and Public Works.

Respond to Council/public/passenger requests, questions, and concerns.

Qualifications, Competencies

University or college degree in a related field such as planning, engineering, environmental studies or geography

5 years of recent and related experience in transportation planning, research and analysis, working with technology, and project management.

Requirement to hold a “G” class license

Skills, Abilities, Work Demands

Superior project management skills with an ability to apply sound project management to the implementation of service improvements in a transportation setting

Sound knowledge of transit/transportation planning principles, practices and techniques

Experiencing using transit planning systems, transit technology platforms, and transit/transportation infrastructure design and construction tools

Must have excellent communication, negotiation and conflict resolution skills with the ability to influence others

Strong, effective customer service and interpersonal skills

Ability to work in a team environment, liaise with key stakeholders and to function effectively with minimal supervision

Advanced computer skills including MS Office and transit related applications

Time management and project management skills with the ability to multi-task

Strong problem-solving skills with the ability to gather and interpret information

Strong analytical and research skills with the ability to formulate solutions to complex issues

Knowledge of related acts and legislation such as the Occupational Health & Safety Act, and the accessibility for Ontarians with Disabilities Act, 2005 and standards

Required to obtain and maintain a satisfactory criminal record check

Closing Statement

For more information, visit our website at www.cityofkingston.ca

Your resumé must demonstrate how you meet position requirements. Please upload to your profile any educational Degrees, Diplomas and/or Certificates that are relevant and required for the position. We thank all who apply, however, only those selected for further consideration will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

Énoncé d'ouverture

La vision adoptée par la Ville de Kingston qui consiste devenir une collectivité du 21^e siècle intelligente et viable se concrétise rapidement. L'histoire et l'innovation sont florissantes dans cette ville dynamique située sur les magnifiques berges du lac Ontario, courte distance de Toronto, d'Ottawa et de Montréal, et en plein cœur de l'Est de

l'Ontario. Bnficiant d'une conomie stable et diversifiee, incluant des socits multinationales, de jeunes entreprises novatrices et tous les ordres de gouvernement, Kingston propose galement une grande qualite de vie et laces des tablissements d'enseignement et de recherche de renomme mondiale, des installations de soins de sant de premier ordre, un logement abordable, une vie culturelle vibrante ainsi qu'une multitude d'activits touristiques.

Brève description du poste

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Formation, expérience et compétences

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Required to obtain and maintain a satisfactory criminal record check

Veillez transmettre votre curriculum vitae en vous rendant sur la page des possibilités d'emploi : <http://www.cityofkingston.ca/Careers>. Votre curriculum vitae doit démontrer clairement que vous répondez aux exigences du poste. Veillez téléverser, dans votre profil, vos diplômes et certificats pertinents ou exigés pour le poste qui vous intéresse. La Ville de Kingston remercie toutes les personnes qui soumettent leur candidature, mais ne communiquera qu'avec celles retenues pour la prochaine étape. La Ville de Kingston est un employeur souscrivant au principe de l'égalité d'accès à l'emploi. Elle propose des mesures d'adaptation pour favoriser l'accessibilité tout au long de son processus de recrutement et de sélection. Les personnes qui présentent leur candidature doivent faire part à l'avance de leurs besoins particuliers. La Ville traite les renseignements recueillis conformément à la Loi sur l'accès à l'information municipale et la protection de la vie privée.

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