

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:** Project Coordinator, Zero Emission Mobility

**DEPARTMENT:** Transit

**POSTING NUMBER:** 106718

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35 hour workweek

**LOCATION:** Brampton Transit, 130, Sandalwood Pkwy, Brampton, ON

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** \$88,458.00 - \$99,516.00 per annum

**MAXIMUM OF SALARY RANGE:** \$110,573.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** April 17, 2025

**CLOSING DATE:** May 12, 2025

## AREA OF RESPONSIBILITY:

Reporting to the Program Leader, Zero Emission Mobility, the Project Coordinator, Zero Emission Mobility (ZEM) is responsible for project management responsibilities related to the delivery of capital projects within the ZEM program. The Project Coordinator, ZEM will ensure assigned projects are completed on time, within budget and to the standards required by legislation and the City's established internal project management standards, policies and practices. Participates on corporate and external cross-organizational zero-emission transit projects and services under the realm of governance, performance, project management and strategic priorities identified by City's senior leadership and City Council. Assists in the preparation of project charters, project business cases, plans and schedules, provides expertise, consultation, and analysis. This role will be involved in confidential projects with access to privileged information.

## PROJECT COORDINATION

- Oversee, estimate, schedule various zero emission mobility projects: including EV systems installations, solar, backup power, battery electric bus (BEB) and fuel cell electric bus (FCEB) and associated charging, fuelling solutions, and energy storage systems.
- Coordinate execution of project plans and projects for the construction, inspection, repair, and maintenance of EV systems and fleet.
- Create Project Charters that outlines the schedule (including critical path) and associated tasks, action items, operational priorities, risk, mitigation strategies and deliverables.
- Prepare, review, monitor, and approve zero emission acceptance, commissioning, interoperability testing plans.
- Identify and recommends project options with short/medium/long term implementation periods.
- Assist development of, coordinate, and negotiate requirements for interagency operating and service protocols and joint agreements.
- Research and prepare recommendations related to transit strategic policy, practices, operational and maintenance protocols, bulletins, and briefing notes, as appropriate.

- Participate in the preparation of business and technical requirements and specifications, and contributes to development of procurement documents (RFQs, RFPs, etc.).
- Retain and manage external consultants on internal and interagency zero emission transit electrification projects and studies.
- Support and lead internal and external working groups, setting agendas, documenting programs and reporting findings and conclusions.

## **CUSTOMER SERVICE**

- The Project Coordinator, Zero Emission Mobility supports the coordinated efforts of the Zero Emission Mobility Team.
- Function as a subject matter expert in the support, 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 planning and delivery of projects.
- Build and maintain a relationship with cross-functional departments, team, and management to support coordination and ensure a thorough understanding of operational needs.
- Develop a strong working relationship with key internal and external stakeholders and customers and professionally represents the city on external committees and working groups.
- Organize and direct effective project team for the successful delivery of strategic capital projects related to transit electrification and zero-emission mobility initiatives.
- Escalate complex issues to appropriate level for resolution.

## **COMMUNICATION AND REPORTING**

- Participates on provincial and national committees related to ZEB adoption and performance.
- Prepare (and deliver) presentations, reports, and ad hoc information requests that include measurement of progress against set goals and objectives.
- Prepare and manage communication and stakeholder engagement plans related to allied projects to ensure timely communication with identified stakeholders as required.
- Achieves operational objectives by contributing information and recommendations to strategic plans and performance related process mapping and efficiency reviews.
- Prepares and completes action, project updates/analysis, and provides recommendations on project action items.

## **CORPORATE CONTRIBUTION**

- Conduct research using internal and external resources to gain insight of market trends, current programs, processes, and practices to support management and recommend ways 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.

## **FINANCIAL ACCOUNTABILITY**

- Use of effective resource and expense management always to meet departmental and corporate policies and guidelines.
- Meet financial objectives by forecasting requirements, assists and works closely with the Financial Coordinator, ZEM, to prepare annual budgets, funding and financing applications, scheduling expenditures, analysing variances, and initiating corrective actions.

## **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.

### **EXPERIENCE:**

- Minimum 3 years proven project 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 would be considered assets.

### **OTHER SKILLS AND ASSETS:**

- Knowledge and practical experience from within any combination of the principles and practices of public transit, facility operations/maintenance/construction, and electrical systems and electric vehicle charging infrastructure.
- Proven project management ability to effectively manage projects of a medium to large complexity using a team-based approach.
- Skills and expertise in any combination of computer applications including project management, design, engineering, GIS, financial, vehicle telematics.
- Project management skills with an ability to handle multiple priorities.
- Excellent communication skills both oral and written.
- Proven ability to adhere to and work within constrained and often tight project deadlines.
- Outstanding people 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 and project-focused report writing skills coupled with excellent presentation and vendor oversight 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.

### **DESIGNATIONS, LICENCES & MEMBERSHIPS:**

- Valid, non-probationary, Ontario Class G Driver's Licence
- Professional designation and membership in PEO, OACETT, OAA, CIP, ARIDO, or PMI preferred.

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

### **#LI-Onsite**

**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](http://www.brampton.ca/employment) quoting **reference #106718** by May 12, 2025 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.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*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](mailto: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.*