

10822BR - **Manager, Accessible Transit**

Job Posting

Halifax Regional Municipality is inviting applications for the permanent, full-time position of **Manager, Accessible Transit** with Halifax Transit. Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. We have an Employment Equity Policy and we welcome applications from African Nova Scotians and Other Racially Visible Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and 2SLGBTQ+ Persons. Applicants are encouraged to self-identify on their electronic application.

Under the general direction of the Director, Transit Operations, the Manager, Accessible Transit is responsible for the provision of safe, reliable, and effective accessible transit services throughout the transit system.

The Accessible Transit Manager manages a broad range of transit operational activities and is primarily responsible for, the day-to-day and strategic management of Access A Bus, is the subject matter expert as it relates to accessibility and customer relationship management for accessibility.

DUTIES & RESPONSIBILITIES:

- Make recommendations on Key Performance Indicators (KPI's) related to accessible transit and to measure and report on those KPI's on a regular basis.
- Stay up to date on current trends in accessible transit practice and make recommendation regarding equipment and technology upgrades required. Ensure staff receive necessary training required for new technology and infrastructure used across the transit system.
- Ensures accessible transit operations are in compliance with all legislation/regulatory requirements such as Nova Scotia Motor Vehicle Act.
- Prepare reports for Regional Council or Committees and present reports to Regional Council and Committees on accessible transit matters.
- Prepare Standard Operating Procedures (SOP's) related to accessible transit operations and implements programs to ensure SOP's are being followed.

- Manages the safe and efficient delivery of paratransit services and support for all transit service delivery in a fast-paced, 24/7/365 operational environment. On-call requirements.
- Directs the work of the various functional areas within Access A Bus
- Responsible for the implementation of continuous improvement initiatives, plans, and strategies to support the ongoing and future delivery of accessible transit services throughout Halifax Transit
- In collaboration with the Business Analyst, leads the analysis of collected data and makes recommendations and action service improvement.
- Manages operational and capital budgets related to Access A Bus.
- Provides subject matter expertise and leadership in transit accessibility.
- Collaborate as the accessibility expert as part of the Transit Operations management team in the case of Emergency Operations Centre requirements, emergency operational incidents, and Special Events, in a 24/7/365 environment. On-call requirements.
- Oversees and participates in the recruitment and selection process in consultation with HR. Identifies staffing requirements and makes recommendations for hiring.
- Manages employee performance, including establishing performance objectives, overseeing daily performance, providing coaching and mentoring, and approving time off requests. Assesses employee conduct and determines corrective action, as appropriate in consultation with HR/LR. Makes determination for discipline and/or termination, as appropriate.
- Ensure that Halifax Regional Municipality's Diversity and Inclusion values are embedded in the delivery of transit service.
- Leads, motivates and inspires others by fostering a positive team environment with an emphasis on service delivery and continuous improvement.
- Prepares clear, concise, and meaningful reports.
- Building trust with employees at all levels by leading with empathy.
- Provide career development coaching and support to operational support and operations employees throughout their careers.

May perform other related duties as assigned.

QUALIFICATIONS:

Education & Experience:

- Completion of a related University/College level program in an area such as information technology, or business administration. A suitable combination of training & experience may be considered.
- A minimum of five years of progressive leadership experience in a complex, unionized, operational environment.
- Experience in Accessible Transit and/or other accessibility-related fields.
- Experience in the preparation of cost analysis, operating budgets, and budget control
- Ability to prepare clear, concise, and meaningful reports.
- Minimum of Incident Command Systems (ICS) 300 or the ability to obtain.

Technical / Job Specific Knowledge and Abilities:

- Able to excel in a dynamic, fast-paced operational environment.
- Sound knowledge of transit operating requirements, practices, current issues, and trends is an asset.
- Sound knowledge of operational analytics and resource deployment.
- Able to implement and communicate a strategic vision for transit operations.
- Demonstrated ability to work both independently as well as in a team environment.
- Excellent written and verbal communication skills.
- Good negotiation, facilitation, team-building, and consensus-building skills.
- Must demonstrate a high degree of confidentiality.
- Able to maintain a calm leadership approach in crisis situations.

Security Clearance Requirements: Applicants may be required to complete an employment security screening check.

Please note - Testing may be conducted as a component of the selection process to

assess technical and job specific knowledge. Candidates who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion.

COMPETENCIES: Analytical Thinking, Customer Service, Decision Making, Innovation, Managing Change, Risk Management, Teamwork & Cooperation, Values and Ethics, Valuing Diversity, Visioning and Strategic Thinking

WORK STATUS: Permanent, Full-Time

HOURS OF WORK: Monday - Friday, 8:00am - 4:00pm. Additional hours will be required to meet operational needs.

SALARY: NU09, Non-Union, \$104,000 - \$134,590. Salary will be determined based on relevant experience and qualifications related to the specified pay band and job. Placement above the midpoint of the pay band is typically reserved for candidates who significantly exceed the minimum qualifications, such as those with exceptional experience, specialized skills, or demonstrated achievements relevant to the role. This ensures fair and consistent compensation practices across the organization.

WORK LOCATION: Burnside Transit Center 200 Ilsley Avenue, Dartmouth. Work location can be changed according to operational requirements.

CLOSING DATE: Applications will be received up to **11:59pm on Tuesday, December 30, 2025.**

Please note: We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

To ensure a fair and equitable hiring process, candidates are expected to complete all parts of the recruitment process, including assessments, assignments, and interviews independently and without the use of artificial intelligence (AI) tools or other forms of external assistance. The use of AI to complete any component of the hiring process is not permitted and may result in disqualification from consideration.

Shortlisted candidates will be required to provide proof of their qualifications, including, but not limited to, educational credentials, professional licenses, and relevant certifications.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as interview or testing) and who require an accommodation, should discuss their needs with the Talent Acquisition Advisor when invited to the assessment process. For more information on our accommodation process please click on the link: [Accommodations | Hiring | Employment | Halifax](#)

(position # 78610240)