

Manager

Transit and Parking Services

Management Salary Scale

(\$ 3,526.56 to \$4,408.20 bi-weekly)

Description:

Reporting to the Assistant Director of Engineering and Operations, the incumbent is responsible for the day-to-day operational services delivered by the Transit and Parking Divisions: strategic and short-term planning for both transit and parking; fixed route scheduled transit, parking services and management, Paratransit, and chartered busing.

Position Summary:

- Plan, organize, direct, control and evaluate the operations of transit and parking divisions.
- Lead a team of supervisors, dispatchers, operators, and maintenance staff.
- Responsible for staff selection, assignments, performance, and discipline.
- Leads the integration and implementation City's Transit and Parking Master Plans.
- Leads program reviews on transit and parking service delivery with a consultative approach with Council, City staff, stakeholders, and the public.
- Develops and maintains a close liaison with other management staff across the organization.
- Leads efforts in continuous improvement, labour management, technology implementation and fleet advancement.
- Assists in Collective Agreement negotiations.
- Analyzing operating and financial data, compiling reports and memoranda, and assisting with the preparation of the Departmental budget.
- Performing related duties as assigned

Position Specifications:

Education and Experience:

An academic and professional background appropriate to the nature of the position. You hold in-depth knowledge and experience in transportation and parking management combined with the knowledge and expertise to effectively manage in a municipal environment. A demonstration of continuous learning, any equivalent combination of training and/or experience which may include a bachelor's degree with major course work in transportation, public administration, and/or related field.

Knowledge and Desired Skills:

- Leadership – ability to create a shared understanding of requirements in the work environment and through influence, enable team members to fully contribute to team and departmental/corporate goals.
- Teamwork – ability to effectively contribute to the establishment, maintenance, and success of work teams, focused on achieving individual, team, and departmental goals.
- Supervise and motivate staff.
- Communicate effectively both verbally and written.
- Establish and maintain effective working relationships with staff, other departments, government, and outside agencies.
- Negotiation skills – ability to use negotiation techniques and influencing skills in a manner that gains agreement or acceptance.
- Problem solving abilities – ability to identify issues or problems and develop strategies, ideas, and opportunities for resolving them.
- Analytical skills – ability to understand a situation by breaking it into smaller pieces and/or tracing the implications in a step-by-step manner.

Interested applicants may apply in writing to

hr@fredericton.ca

by 4:30 pm on 3 December 2021.

The City of Fredericton is an equal opportunity employer.

Only those applicants selected for further consideration will be contacted.

Interviews will take place virtually via Microsoft Teams



Internal/External