

## **TEAM LEADER, TRANSIT & ACTIVE TRANSPORTATION**

Position ID: J1024-0120

Job Type: Full Time

Department: Transit

Number Of Positions: 1

Min Salary: \$97,567.00/Year

Max Salary: \$121,959.00/Year

Closing Date: Nov 05, 2024

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As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

### **The Opportunity:**

The Team Leader, Transit and Active Transportation is responsible for leading active transportation and transit services which includes leading a team. The Transit department connects people with place within Airdrie and the region. The Active Transportation department is responsible for the implementation of the Active Transportation Plan and increasing the mode share of pedestrians and forms of micro mobility.

The Team Leader is responsible for policy development, forecasting, budgeting, and reporting on matters related to active transportation and transit services.

Other responsibilities include:

- Provide strong leadership to direct reports, provide coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes. Encourage collaborative and inclusive relationships
- Act as a people and culture leader, demonstrating and aligning decisions and behaviours with our mission, corporate values, and culture. Understand and champion the organization's governance

- Responsible for ensuring appropriate levels of transit service to residents based on community need, historical usage data and future projections, this includes evaluation, forecasting, implementing service reviews to determine network design and scheduling as required.
- Assess community impact relating to specialized eligibility-based programing such as Access Airdrie
- Provide subject matter expertise related to active transportation and public transit on long-range City strategic and planning documents including and not limited to the Municipal Development Plan, Sustainability Plan, Transportation Master Plan, Transit Master Plan, Active Transportation Plan,
- Represent the City as a subject matter expert for active transportation and public transit on national and regional task forces and technical advisory groups.
- Key resource and participant for advocacy efforts with levels of government, building and maintaining relationships with other levels of government related to funding for transit programs and infrastructure
- Implement strategic plans in alignment with the city's strategic direction, priorities, and goals. Plan and communicate goals to staff; effectively engage and guide the execution of goals
- Build strong relationships with internal and external stakeholders. Proactively develop networks within the organization to enable achievement of work-related goals; identify opportunities to increase efficiencies with stakeholders
- Prepare and manage the active transportation and transit annual business plans, ten-year capital and three-year operating budgets
- Identify best practices and solutions to improve customer service. Responsible for escalated customer service concerns, problem solving and addressing complex issues
- Deliver presentations and reports to senior management and City Council and other committees as needed
- Maximize technology solutions and deliver continuous improvement to automate processes. Challenge existing practices and embrace and support change.

**You Bring:**

- Bachelor's Degree in Planning, Business Administration or Management
- Canadian Urban Transit Association (CUTA), Transit Planning Certificate preferred
- Minimum of five (5) years' experience in a leadership position
- Comprehensive knowledge of active transportation and transit system(s) experience
- Experience managing large departmental operating and capital budgets
- Prior experience and knowledge working with Planning and Development, including review processes
- Comprehensive knowledge of the principles of integrated land use and transportation planning
- Prior experience working in a municipal government environment
- Working knowledge of the Municipal Government Act (MGA) and FOIP regulations would be an asset
- Excellent customer service and relationship building skills
- Excellent verbal and written communication and presentation skills
- Proficiency with Microsoft Office
- Ability to effectively deal with a variety of individuals at all levels of the organization in a multi-

disciplinary environment as well as officials from outside agencies

- Ability to exercise a high degree of professional judgment and independence in areas of responsibility
- Ability to handle a variety of complex projects/tasks with competing priorities in a results-based environment
- High level of confidentiality, tact, and diplomacy
- Ability to prepare and deliver presentations to large groups including senior leaders and Council
- Ability to remain innovative and positive in times of imposed constraints and economic challenges
- Ability to implement positive changes and develop new processes

**We Offer:**

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- Pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

**Additional Information:**

This is a full time role (37.5 hours per week) which includes a comprehensive benefits and pension package.

\*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

**Next Steps:**

Candidates are invited to apply online at [www.airdrie.ca](http://www.airdrie.ca)

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.