



**VISION:**

A city that inspires

**MISSION:**

Working together to enhance the quality of life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## PROJECT MANAGER CONTRACT UP TO 36 MONTHS

Codiac Transpo – Job # C587b

**CLOSING DATE: NOON – FEBRUARY 6, 2025**

### JOB SUMMARY:

This position reports directly to the Director, Public Transit for the City of Moncton.

The incumbent is responsible for the planning and implementation of transit studies, the transit zero emission projects and infrastructure projects through the complete lifecycle including planning, resourcing, design, budgeting, scheduling, monitoring and execution. Responsibilities include planning and implementation of transit service improvements and growth-related initiatives.

Responsible for the development, review and approval of sustainability and innovation policies, procedures, standards and codes of practice. This includes establishing and maintaining key transit agency and supplier relationships and staying current with global advances/improvements in EV technology.

Reviews and provides feedback on all City, Regional, Provincial and Federal plans that may influence on any current or future electrification/sustainability initiatives.

Incumbent manages multiple projects and will also be involved in planning tri-community region's annual service hours, fleet requirements, operating and capital budgets, ridership forecasting and regular communications with internal and external stakeholders.

Analyze ridership, service standards and recommend transit operations plans utilizing transit fleet data.

Establish new operating protocols, develop new transit blocks based on zero emission energy requirements.

(Depending on the education and experience)

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

### WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city



in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

### City of Moncton Salary and Wage Scale

#### **EDUCATION:**

- High school graduation or equivalency.
- Must have a university degree in Transportation Planning, Engineering or Urban Planning or another relevant program.
- Project management training and certification are considered an asset.
- Project Management Professional (PMP) designation is a definite asset.

#### **EXPERIENCE:**

- Must have a minimum of 5 years work experience in transportation planning, transportation engineering, infrastructure project management or urban planning or
- 3-5 years of public transit planning or operations experience is a definite asset.
- An equivalent combination of education and experience may be considered.
- Experience in writing analytical reports/studies with ability to identify problems, analyze and interpret complex data is required.

#### **LANGUAGE:**

- English essential. The ability to communicate in the French language would be an asset, but not a requirement.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Specific expertise in planning or delivery of road and/or transit projects will be considered an asset.
- Computer proficiency in Microsoft Office and database configurations. Knowledge of and experience with transit information technology is a definite asset.
- Comprehensive knowledge of relevant engineering, contract, safety and environmental legislation, regulations, codes and standards (i.e. Municipal Act, Planning Act, etc) is required.

- Strong interpersonal and communication skills.
- Demonstrates proven ability to take part and/or lead in transit service design projects and to implement and evaluate results using transit industry accepted standards, technical and analytical criteria.
- Ability to learn and understand new technologies, applications and approaches in a transit and municipal environment.
- Must learn the street grid, bus stop and transit infrastructures to effectively manage expectations, recognize service limitations and respond to inquiries effectively.
- Organizational, project management, research, administrative, analytical and good report writing skills are required.
- Good leadership qualities to guide departmental missions and to champion special projects and initiatives.
- Incumbent must be self-motivated, have a strong work ethic and have good attention to detail.
- CAD AVL, operations and dispatch software experience is an asset, but not a requirement.
- Advanced data analysis (Excel, Power BI)
- GIS and location analysis
- Demonstrates proven ability to take part and or lead transit service design projects which incorporate transit industry accepted standards, planning documents, technical criteria, and measure implementation success.

**CONTACT:**

- The incumbent maintains regular communications with interdepartmental employees, elected and appointed officials on the Transit Committee and all three (3) municipalities.
- The Department of Public Transit is Greater Moncton’s regional urban transit system operating over 2400 operation hours, seven (7) days weekly. Accordingly, the incumbent will be responsible for establishing and maintaining a professional and courteous working relationship with the service agencies and departments of its partners and clients.

**CONDITIONS OF WORK:**

- May be required to attend meetings outside work hours.
- This position is eligible for hybrid work as per City of Moncton flex days work policy.