

Cultivate Your Career

SUPERVISOR, TRANSIT OPERATIONS PERMANENT, FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Public Operations
Location	235 Carnegie Drive, St. Albert
Compensation	\$94,057 - \$115,761 per annum
Closing Date	July 16, 2025
Competition #	25/109

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Public Operations department as a Supervisor, Transit Operations.

Reporting to Manager, Transit Service Delivery, this position will be responsible for overseeing the day-to-day operations of St. Albert Transit's conventional and specialized transit services, ensuring safe, reliable and customer-focused service delivery.

The key responsibilities will include:

- Leading and supervising the transit operations unit to ensure safe, reliable, and efficient service delivery, including planning, scheduling, and implementing transit services and technologies.
- Ensuring team training, evaluation, and support, managing staffing schedules, conducting performance evaluations, and facilitating team meetings to enhance employee development and engagement.
- Administering contracts for bus operations and infrastructure, coordinating with City departments, overseeing transit projects, and managing vendor relationships to ensure alignment and performance.
- Assisting in the development and monitoring of annual budgets, analyzing financial data for forecasting and cost control, tracking expenditures, preparing financial reports, and recommending cost-saving measures while ensuring compliance and supporting new initiatives.

The individual we seek has working knowledge of urban transit operations and scheduling principles and is an advocate for St. Albert Transit services with a strong understanding and appreciation of the services provided to users.

QUALIFICATIONS

- a Bachelor's degree along with three (3) years of experience in one or more of the following areas: Business Administration, Public Administration, Logistics, Supply Chain or Urban Transit Management, Transportation or Project Management, or Civil or Transportation Engineering.
- Or a 2-year diploma or Red Seal Journey person Certification in a related field may be considered, with five (5) years of relevant experience.
- The ideal candidate will possess certifications such as CCLP, P.Eng., and/or PMP.
- Outstanding communication and problem-solving skills, particularly in optimizing transit networks.
- An ability to maintain composure in a fast-paced environments and excel in coaching and leading a team.

COMPENSATION

\$94,057 - \$115,761 per annum. In addition, the City of St. Albert offers a comprehensive benefit package including pension.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO). The position requires the ability to work extended hours on occasion to complete special requests or projects, coordinate/ participate in evening and off-hours meetings, and respond to emergencies.

CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check.
- The successful candidate will be required to provide proof of educational and professional credentials.
- A valid Class 5 Drivers License and a personal vehicle for work use are required.

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

July 16, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.