



**VISION:**  
A city that inspires

**MISSION:**  
Working together to  
enhance the quality of  
life for all residents

**VALUES:**  
Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## **MANAGER, OPERATIONS**

Codiac Transpo - Job # P1436

**CLOSING DATE: MAY 21, 2026**

### **JOB SUMMARY:**

This position reports directly to the Director, Codiac Transpo for the City of Moncton.

The incumbent is responsible for the day-to-day operations of the urban public transit fleet, all transit operations and related support services to the City of Moncton, City of Dieppe and Town of Riverview as well as any contracted services.

### **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 Business Management or Administration or graduation from an accredited college where management and other business skills have been acquired and formally assessed.

**EXPERIENCE:**

- Must have at least seven (7) years of increasingly responsible experience in public transit in a unionized environment with proven capabilities as a senior manager.
- Demonstrated customer service experience required.

**LANGUAGE:**

- The ability to function in English is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher. The ability to communicate in the French language would be an asset, but not a requirement.

**KNOWLEDGE, SKILLS & QUALIFICATIONS:**

- Excellent communication skills including the ability to counsel employees on work related issues.
- Excellent report writing skills.
- Knowledge of transportation legislation related to safety, work environment and public transit operations.
- Incumbent must be self-motivated, have a strong work ethic and have good attention to detail.
- Proven ability to multitask daily and manage unexpected demands of employees and operational problems quickly.
- Strong analytical skills and the ability to evaluate and maintain effective continuity in cost control, take corrective measures and to evaluate same.
- Excellent labour negotiations or labour relations skills in a unionized environment. Human resources and/or labor management experience and training would be considered an asset.
- Analytical skills and the ability to evaluate and maintain effective cost control.
- Intermediate knowledge of Microsoft Office programs including Teams, Word, Excel, Power Point and Outlook.
- 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.

**CONTACT:**

- The incumbent maintains regular communications with elected and appointed officials of the Transit Governance Committee and all three (3) municipalities.
- Travel, including active participation in regional and national associations and related education programs for professional development is available.
- 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.

**SUPERVISION:**

- The work requires supervising the activities of minimum 110 bus operators and Supervisors, coaching, and mentoring employees, allocating staff to projects, reviewing and evaluating the quality and quantity of work, review attendance and formally evaluating employee performance including driving assessments.

**CONDITIONS OF WORK:**

- The incumbent must be available after hours on call for emergencies.
- 35 hour work week with flex 4 day work week schedule available in conjunction with Director's work schedule to ensure management staff are available at Codiac Transpo.

**OTHER:**

- Codiac Transpo is operating 150,000 annual service hours with 49 buses, seven (7) days weekly and some Holidays.