



## **JOB DESCRIPTION**

**TITLE:** ASSISTANT MANAGER, TRANSPORTATION

**DEPARTMENT:** Engineering & Public Works

**Position Evaluated: N/A**  
**Job Desc. Updated: N/A**

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### **GENERAL ACCOUNTABILITY**

Reporting to the Manager, Transportation, the Assistant Manager is responsible for organizing, and directing personnel and resources to deliver transportation planning and engineering related plans, projects, studies, designs, and programs to ensure they are completed effectively and in accordance with accepted industry best practices.

Considerable independent judgment and action is expected, with only matters of major impact or policy discussed with the Manager, Transportation.

### **NATURE AND SCOPE OF WORK**

Sets project and program objectives following the general guidance from the Manager of Transportation.

Determines the need for engineering consultants. Prepares and coordinates requests for proposals, coordinates the evaluation and selection of engineering consultants. Directs and monitors the work of consultants in the preparation of transportation planning or engineering studies or projects.

Responsible for ensuring that projects are documented in accordance with the City's Project Management Framework throughout the life of the project.

Responsible for ensuring appropriate public consultation and stakeholder engagement for projects is completed and represents the City in open houses, workshops and other citizen participation projects.

Supervises and manages Traffic/Transportation staff; schedules and monitors work and performance; appraises employee performance and deals with disciplinary problems. Mentors junior staff; helps to develop leadership qualities in others, both within and without the work group.

**NATURE AND SCOPE OF WORK (Cont)**

Supports the Manager, Transportation in the planning and the delivery of long and short term objectives and guides staff with administrative and technical problems.

Assists with the development of department procedures and makes policy recommendations.

Assists with provisional, annual, and revised budget cost estimates, forecasts and details as required for area of responsibility. Assists with approving and processing purchases and invoices for materials, supplies and services in the area of jurisdiction.

Prepares reports or presentations to senior management, Council and others on transportation projects.

Performs project management duties for the delivery of Transportation Planning, study, and functional design projects, which may include stakeholder engagement. Supports construction activities such as problem solving in the field.

Assists staff in reviewing and responding to inquiries from members of the community and other government officials.

Works collaboratively with other city departments and external agencies by providing technical support for transportation issues.

Performs duties as assigned in the City of Nanaimo Emergency Coordination Centre, or in the Department (Emergency) Operations Centre in the event of an emergency.

Reviews and approves time sheets of supervised personnel.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of engineering practices, methods, techniques and equipment used in traffic/transportation engineering, planning, analysis, design, construction and operation.

Thorough knowledge of current and best practices for active transportation planning, design, and advocacy.

Thorough knowledge of budgeting, estimating and costing procedures.

Thorough knowledge of computer applications related to office, engineering and modeling software, with emphasis on the traffic/transportation engineering field.

Considerable knowledge and skill in planning, design and contract administration, with emphasis on traffic/transportation engineering.

Considerable knowledge of ESRI GIS software with the ability to undertake and interpret analysis.

Considerable working knowledge of the components of a traffic signal system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Cont)**

Ability to exercise considerable initiative and independent judgement in the performance of duties and attainment of management objectives.

Ability to analyze complex data; resolve complicated problems and prepare clear and understandable communication to satisfy a variety of audiences.

Ability to produce detailed technical drawings, reports, studies, letters, memos, and records.

Strong verbal and written communication skills with the public, internal and external stakeholders using tact and discretion when settling requests, complaints or clarifying information.

Considerable knowledge and experience with public consultation and stakeholder engagement.

Ability to prepare presentation material for stakeholder engagement and Council.

Excellent leadership qualities and supervisory skills. Proven ability to lead work groups in a technical environment and work effectively with staff.

Ability to efficiently and cost effectively supervise and direct the work of staff, outside consultants and contractors.

Ability to apply critical thinking and decision making to constantly changing situations and report the decision in a clear and concise report.

Ability to plan, prioritize and have strong organizational skills.

Thorough knowledge of computer application software, such as ESRI GIS, Transportation Modeling Software, Traffic Signal Modeling Software, Design Application Software, Highway Capacity Manual Software.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Graduation from a recognized University with a B.A.Sc. in Civil Engineering, specializing in Traffic/Transportation Engineering or a diploma of technology from an accredited College or Technical Institute in Civil Engineering.

Minimum 3 years' experience in a municipal transportation engineering environment including substantial planning, design and construction experience, including 1 year of supervision in a unionized technical environment.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Membership in or eligible for membership in applicable professional designation.

Possession of a valid B.C. Driver's Licence, Class 5.

Satisfactory Criminal Record Check.

**GENERAL STANDARDS**

Managers and supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Meets the City's core competencies in the areas of Building Relationships, Developing Self & Others, Focusing on Customer, Communicating Effectively, Thinking Strategically and Collaborating for Results.

Adheres to City policies and objectives.

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