



JOB DESCRIPTION

TITLE: ACTIVE TRANSPORTATION PROJECT SPECIALIST

DEPARTMENT: Engineering

LEVEL: 13

Position Last Evaluated: Nov 2023

Job Desc. Last Updated: Jul 2026

JOB SUMMARY

Under the direction of the Assistant Manager, Transportation, the Active Transportation Project Specialist is responsible for using a holistic approach to plan, market, and design active and sustainable transportation throughout the City. The incumbent will develop, coordinate, and execute active transportation education, marketing, planning design, and initiatives. The incumbent will liaise with stakeholders and community groups and gather data to guide and support initiatives and plan capital investments.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Manages active transportation projects full cycle from project visioning or study through to functional design. Coordinates with other City departments, outside government agencies, consultants, and contractors.
2. Provides direction and oversees project management activities, including project scope, objectives, budget, engagement, and deliverables.
3. Leads project teams with diverse technical skill sets and experience, while holding accountability for completion of deliverables.
4. Provides functional direction, training and guidance to departments across the City.
5. Promotes and markets active and sustainable transportation initiatives.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

6. Delivers active and sustainable transportation events, such as Go by Bike, Commuter Challenge, and Active Transportation to School.
7. Develops and maintains a prioritization process for pedestrian, cycling, and transit infrastructure investments.
8. Identifies the need for, and coordinates and develops, active and sustainable transportation related reports, policies, bylaws, and guidelines consistent with the Nanaimo Transportation Master Plan and other applicable City policies and bylaws.
9. Maintains and manages the content of transportation-related spatial datasets that are stored in the City's geographic information system (GIS).
10. Assists staff in the GIS Unit with the development of specifications for the collection of transportation related spatial data and software applications for use by staff and the public.
11. Develops requests for proposals, evaluates and selects proponents, and performs project management duties to ensure the work and deliverables meet the goals and objectives.
12. Prepares reports to senior management, Council, and others, on issues related to active and sustainable transportation.
13. Plans and organizes open houses, represents the City in discussions with internal and external stakeholders, uses current best practices to ensure that appropriate public consultation for projects is completed.
14. Liaises with various community groups and stakeholders to implement transportation demand plans and strategies.
15. Provides design review with a focus on active and sustainable transportation and mobility for vulnerable road users.
16. Researches, sources, and prepares grant funding applications.
17. Provides technical support services to other City departments with regard to active transportation issues.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

18. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of engineering practices, methods, standards, techniques, and equipment used in traffic/transportation engineering, planning, analysis, design, and operation for both vehicle and alternative transportation modes.

Strong verbal and written communication skills.

Ability to communicate with tact and diplomacy to handle communications and contacts of a difficult or specialized nature.

Considerable knowledge in the preparation of terms of reference for studies, and administration of design and study contracts.

Considerable knowledge of active and sustainable transportation best practices and trends.

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

Ability to prepare and deliver presentation material for all audiences and represent the City in public participation.

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 in the use of computer applications in Office (such as Word, Excel, and Access), engineering (AutoCAD, GIS, ArcMap, Infracore).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

University degree in Engineering or related discipline from a recognized educational institution.

Minimum of 5 years' related experience in transportation engineering, planning, and/or design, including project management experience through planning and design phases of projects.

Or an equivalent combination of education and experience.

Membership in, or eligibility for membership in applicable professional designation.

MINIMUM TRAINING AND EXPERIENCE REQUIRED cont.

Possession of a valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

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

Adheres to City policies and objectives.