JOB DESCRIPTION

TITLE: **ASSISTANT MANAGER, TRANSPORTATION PLANNING**

DEPARTMENT: **Engineering**

Job Desc. Last Updated: Nov 2026

GENERAL ACCOUNTABILITY

Reporting to the Manager, Transportation, the Assistant Manager, Transportation Planning is responsible for leading and coordinating the City's transportation planning function, including the development and implementation of transportation plans, policies and programs. The Assistant Manager, Transportation Planning organizes and directs personnel and resources to ensure transportation planning initiatives 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, Transportation and ensures alignment with the City's strategic direction, including City plans, Council priorities, growth management objectives, climate and accessibility goals, and accepted industry best practices.

Leads and coordinates long-range transportation planning initiatives, including Transportation Master Plan updates, neighbourhood and area mobility plans, corridor studies, active transportation plans, parking and curbside management strategies, and transportation demand management initiatives. Performs related project management duties.

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

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

NATURE AND SCOPE OF WORK cont.

Provides leadership, direction, and technical guidance to staff and consultants undertaking transportation planning work such as policy development, data analysis, modelling, forecasting, engagement, and program development. Provides transportation planning expertise and strategic input to corporate and interdepartmental initiatives and capital projects. Supports construction activities through technical advice and field problem-solving.

Ensures projects and planning initiatives, including transportation studies, strategies, policies, programs, and related decisions are appropriately documented in accordance with the City's Project Management Framework throughout the life of the project.

Determines appropriate public consultation and stakeholder engagement for projects and planning initiatives and represents the City at open houses, workshops, engagement forums, and other citizen participation activities.

Builds and maintains effective relationships with internal and external partners, including residents, community organizations, First Nations, regional agencies, provincial ministries, transit providers, school districts, and business groups. Works collaboratively on transportation issues by providing technical support, policy direction, and program input.

Supervises and manages Transportation staff, schedules and monitors work, appraises employee performance, and addresses workplace issues. Mentors junior staff and helps to develop leadership qualities in others, both within and outside the work group.

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

Prepares transportation policies, strategies, guidelines, feasibility studies, business cases, grant applications, reports, presentations, briefing materials, and public communications for senior management, Council, and others.

Oversees the collection, analysis, interpretation, and reporting of transportation data, including travel demand, safety, mode share, network performance, parking utilization, accessibility, and growth-related indicators.

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

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.

Performs additional duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of transportation planning and engineering practices, methods, techniques, legislation, policy frameworks, and emerging trends related to multimodal municipal transportation systems.

Thorough knowledge of current and best practices for active transportation planning and design, accessibility, complete streets, transit integration, transportation demand management, parking and curbside management, and safe systems approaches.

Thorough knowledge of budgeting, estimating, costing, grant development, business case preparation, procurement, consultant management, and project management practices applicable to transportation studies, policies, strategies, programs, and functional designs.

Considerable knowledge and skill in transportation planning, functional design, public consultation, stakeholder engagement, and contract administration, with emphasis on traffic/transportation engineering.

Considerable knowledge of travel demand analysis, transportation modelling, ESRI GIS analysis, data collection methods, performance measurement, and monitoring programs.

Considerable knowledge of relationships among land use, growth management, urban design, climate objectives, equity, public realm design, and transportation network planning.

Ability to exercise considerable initiative, independent judgement, critical thinking, and sound decision-making in the performance of duties and attainment of management objectives.

Ability to lead multidisciplinary planning and engineering studies and translate technical analysis into clear recommendations, implementation plans, policies, and public-facing communications.

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

Considerable knowledge with public consultation and stakeholder engagement.

Excellent leadership qualities and supervisory, coaching, and team-building skills, with the ability to lead work groups in a technical environment and work effectively with staff.

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, organize, and coordinate multiple studies, initiatives, programs, and policy projects at various stages of development.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Degree in Civil Engineering, Urban Planning, or a related discipline from a recognized educational institution.

Minimum 3 years' progressive experience in a municipal transportation engineering or planning environment, including substantial experience with planning studies, policy or program development, public engagement, consultant assignments, functional design, and project delivery, as well as proven supervisory experience in a unionized technical environment.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Membership in, or eligibility for membership in, an applicable professional association (e.g. EGBC, PIBC)

Valid BC Class 5 Driver's Licence.

Satisfactory Criminal Record Check.

DESIRABLE TRAINING, EXPERIENCE AND/OR CERTIFICATION

Certification or training in public participation practices (e.g. IAP2).

Experience with building community partnerships and transportation initiatives related to active transportation, mobility management, accessibility, safety, sustainability, and equity is an asset.

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.

GENERAL STANDARDS cont.

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.