



## **JOB DESCRIPTION**

**TITLE:** ASSISTANT MANAGER, TRANSPORTATION

**DEPARTMENT:** Engineering

**Position Last Evaluated:** N/A  
**Job Desc. Last Updated:** Sep 2025

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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, Transportation.

Determines the need for engineering consultants. Prepares and coordinates requests for proposals, and 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.

Ensures projects are 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 represents the City at open houses, workshops and other citizen participation projects.

**NATURE AND SCOPE OF WORK cont.**

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

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

Assists with the development of departmental 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, including 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.

**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.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.**

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.

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

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

Considerable knowledge with public consultation and stakeholder engagement.

Excellent leadership qualities and supervisory skills and 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, 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, and Highway Capacity Manual Software.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED**

Degree in Civil Engineering, specializing in Traffic/Transportation Engineering or related discipline from a recognized educational institution.

Minimum 3 years' experience in a municipal transportation engineering environment, including substantial planning, design, and construction experience and 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 eligible for membership in applicable professional designation.

Valid BC Class 5 Drivers' Licence.

**REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS cont.**

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 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.