



Job Title: CMBC Fleet Project Manager - FTT (30 Months)

Job ID: 20190290

Location: Burnaby Transit Centre South

Full/Part Time: Full-Time Temporary

Over 900,000 passengers rely on Coast Mountain Bus Company every day to get them to work, school and all of the activities that make life on the Lower Mainland so rich and exciting. Our more than 5,400 dedicated employees keep the buses, the people and in so many ways the vibrant pace of this city moving.

RESPONSIBILITIES:

Primary Purpose: Provides engineering and project management expertise to develop, implement and control of medium to large scope fleet capital projects through operating subsidiaries, as well as assigned fleet maintenance capital projects.

Key Accountabilities:

Prepares capital project business cases/justifications and work plans including development and assessment of technical solution alternatives, life cycle cost analysis, repair and replacement recommendations and risk analysis that includes scope development, budget and implementation strategy.

Manages projects through the implementation stage including; project scope, schedule, budget, risk, contractual and technical problem resolution, additional work review and authorization, jurisdictional authorities coordination, internal and external reporting, acceptance testing, commissioning, and monitoring of work through the warranty period.

Prepares contracts and tender documents and manages projects through tender and implementation. Ensures regulatory compliance for assets related to assigned projects. Ensures that the documentation related to the project is accurate, complete and in compliance to the legal and contractual requirements.

Liaises with TransLink and operating subsidiary user groups (such as Strategic Sourcing, Finance, Planning and Risk) to ensure projects meet end users' requirements and are implemented with minimal disruption to operations and maintenance.

Obtains recommendations from the groups and finds optimum channels to utilize the recommendations in assigned projects.



Assists in developing policy and procedure guidelines for consulting and contracting and manages design teams and project managers. Manages relationships with contractors and consultants, providing work direction and monitoring contract compliance along with overseeing vendor/supplier to deliver projects on-time and on-budget.

Liaises with Fleet Technical Support, in developing preventative maintenance work tasks and schedules, identifying required spare parts and technical training.

QUALIFICATIONS:

Education & Experience:

The competencies for this position would typically be acquired through completion of a degree in an applicable discipline in mechanical or industrial engineering along with a Professional Engineering (P.Eng) or Project Management Professional (PMP) designation with five (5) years of relevant experience in a related industry (transportation, municipal, provincial government) is required, including exposure to and detailed knowledge of maintenance systems and life cycle costing.

Other Requirements:

Advanced analytical skills when developing and recommending work plans.

Prior experience in the design and construction of engineering projects together with technical knowledge of project administration, finances, contracts, project scheduling and the ability to oversee activities of project teams.

Strong supervisory skills in coaching and training other employees

Excellent written and oral communication skills.

Solid problem solving and decision-making skills to select and establish appropriate processes and standards for the functional area.

Solid computer skills in standard office software tools including word processing and advanced spreadsheet software, statistical packages and use of web-based and data management systems.

WORK SCHEDULE: 37.5 hours per week.

RATE OF PAY: Grade 06. \$85,068 - \$106,335 per annum

RECRUITMENT PROCESS:



Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioral descriptive interview questions.

HOW TO APPLY

Please go to <https://www.translink.ca/careers> and click on the Coast Mountain Bus Company tab to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

Coast Mountain Bus Company is an equal opportunity employer.