

Job Title:	Project Manager, Fleet Capital Projects	Job Level:	Employee
Division/Department:	Asset Management/Fleet Management/Fleet Capital Projects	Job Band:	Band 4
Supervisor Title:	Manager, Fleet Capital Projects	Supervisor Job #:	1089

ORGANIZATIONAL DESCRIPTION

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

JOB OVERVIEW

Fleet Management is accountable for the availability, reliability and affordability of the provincial fleet of assets. Reporting to the Manager, Fleet Capital Projects, the Fleet Capital Project, Project Manager is responsible for the management of vehicle asset projects including, but not limited to, the planning, acquisition and implementation of four classifications of transit vehicles, various maintenance and operational service vehicles, corporate pool cars, electric charging stations, portable hoists, and select on-board components.

ACCOUNTABILITIES

- Manages the day-to-day operational and tactical aspects of multiple and multi scaled fleet management projects, including the acquisition and refurbishment of fleet-related assets. Projects typically include broad consultation, requirement gathering, the development of detailed business cases, master plans, budget development, work breakdown structures, purchase orders, time on task work orders, schedules, resource plans, vehicle specification review, monthly financial forecasting and project status reports, communication plans.
- Consults with Project Sponsor/Owner and internal and external stakeholders to develop strategy, scope, tactics, requirements (functional, technical and operational), schedules, budget and resources to plan, procure and implement projects related to fleet-related assets and services.
- Assists in the planning, development and submission of capital business cases to Senior Leadership and the Board of Directors, to approve the acquisition and refurbishment of fleet-related assets. Includes executive summary, project details and scope, project rationale and options analysis, strategic context, risk analysis, financial analysis, funding, schedule and recommendation.
- Assists in the planning, development and submission of internal approval documents, including: briefing and decision notes, BC Transit Board Reports, presentation materials and other documents as and when required to advance the needs of deliverables.
- Manages the budget, scope and schedules of assigned fleet management projects.
- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Requirements include resource allocations, budget decisions and project deliverables based on the current and future business requirements.
- Works closely with Finance, and applicable organizations (federal, provincial, municipal, private industry) to secure project approvals, funding, rebates and incentives and completes all applications and reporting requirements in accordance with timelines.
- Works closely with Procurement and Contracts department to lead, plan, develop, and execute public procurement activities (e.g. Request for Proposal (RFP), Request for Qualification (RFQ), Request For Information (RFI), quotes) to acquire fleet-related assets and services.

- Assists in contract negotiation with Original Equipment Manufacturers (OEMs) and vendors to secure terms and conditions, requirements (functional, technical, operational), key project deliverables and pricing. This includes developing contractual language to ensure new procurements meet regulatory requirements in Canada (CMVSS, CVSE, etc) and general North American transit industry standards and requirements (CSA, SAE, etc).
- Develops relationships with OEM and vendors through regular and effective communications to ensure project success and prompt and effective resolution of project issues.
- Manages relationship with OEM and vendors to ensure adherence to contractual requirements and key project deliverables such as vehicle specification, production and delivery schedules, quality assurance inspections, commissioning activities, manuals, parts, tooling, training and change orders. Leads discussions related to OEM non-compliance or performance issues and escalates to Senior Leadership and Contracts team as required.
- Develops and manages relationships with internal and external stakeholders (e.g. industry peers, associations (e.g. CUTA, CUTRIC), manufacturers and government officials.) Responsible for various reporting, communication and influence of stakeholders.
- Ensures all project document requirements (work breakdown structures, work completions, capital progress reports, Board reports, etc.) are completed, current, and stored appropriately.
- Reports, as necessary, updates to the Directors, Executive, Capital Project Budgeting Committee, the user business areas and other stakeholders in relation to the planning, implementation and progress of the project.
- Identifies issues and risks to the completion of the project and make recommendations for resolution, or corrective action.
- Acts as a technical expert in regards to fleet management projects, where knowledgeable; otherwise engaging BC Transit Fleet Asset Management resources when required.
- Assists in strategic planning and integration of new technology into the provincial fleet. This technology typically requires significant capital investment and/or change in the current fleet infrastructure and may include compressed natural gas or electric propulsion technologies.
- Assists in the creation and continuous improvement of standards, tools, and processes for project and program management.
- May coordinate the work of contract project managers or co-op students.
- Performs related duties in keeping with the purpose and accountabilities of the job.

QUALIFICATIONS

EDUCATION

- University degree in Engineering, Business Administration or a related discipline;

EXPERIENCE

- Project Management Professional (PMP) designation from the Project Management Institute (PMI);
- minimum three (3) years' experience as a project manager;
- proven project management experience working in a government (or a similarly large agency) for the delivery of capital projects involving multiple partners, public procurement and contract negotiations;
- knowledge of public transit or commercial vehicle transportation industry would be considered an asset;;
- an equivalent combination of education, training and experience may be considered