

COMMUNITY TRANSPORTATION PROJECT MANAGER

Employment Status:	Temporary, Full-Time – Up to 12-months
Compensation Range:	\$54.21 to \$63.42 / 35 hours per week
Location:	London, ON
Union/Non-union:	Non-Union

POSITION OVERVIEW

The Community Transportation Project Manager is responsible for managing the inter-community transit program (Middlesex County Connect). The Community Transportation Project Manager will implement and maintain policies, programs and initiatives for the operation of the Middlesex County Connect transit program, including routes, schedules, demand forecasting, marketing, analyse and evaluate transit related activities.

The Community Transportation Project Manager is accountable for ensuring that the Middlesex County Connect transit project is delivered with consideration to the identification and control of the project scope, schedule, costs and the management of associated risks. The Community Transportation Project Manager provides leadership, guidance, technical competence, innovative problem solving and achieves results through effective teamwork. This position will involve a high degree of partner engagement.

QUALIFICATIONS

- Three-year college diploma or university degree in Business Administration, Public Administration, or a related discipline.
- Project Management Professional (PMP) certification an asset.
- Two (2) to three (3) years of experience in policy and program development, including one (1) to two (2) years of experience in managing projects.
- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfill job responsibilities.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on **October 28, 2025**.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

WHAT WE OFFER

Flexible Work Opportunities
Employee Recognition Events
Professional Development
Flex Time/Banked Time-Off
OMERS Pension Plan
Pay in lieu of Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a
rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



MIDDLESEX COUNTY POSITION DESCRIPTION

TITLE:	Community Transportation Project Manager
DEPARTMENT:	Administration - Community Transportation
REPORTS TO:	Chief Administrative Officer
POSITIONS SUPERVISED:	N/A
EFFECTIVE DATE:	October 2025

POSITION SUMMARY

The Community Transportation Project Manager is responsible for managing the inter-community transit program (Middlesex County Connect). The Community Transportation Project Manager will implement and maintain policies, programs and initiatives for the operation of the Middlesex County Connect transit program, including routes, schedules, demand forecasting, marketing, analyse and evaluate transit related activities.

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PRINCIPAL DUTIES & RESPONSIBILITIES

1. Plans and manages the ongoing implementation and development of the Middlesex County Connect transit program.
2. Coordinates the implementation and maintenance of policies, programs and initiatives for the operation of the Middlesex County Connect transit program, including routes, schedules, demand forecasting, marketing, analyse and evaluate transit related activities.
3. Prepares the project plan and project resource planning along with the following:
 - a) identification of projects tasks;
 - b) estimated costs and budget;
 - c) project schedules and milestones;
 - d) identification of project resources, as required;
 - e) coordinating and assigning work to internal or external human resources, as required.
4. Manages, assigns, coordinates, advises and reviews the work of the project team members.
5. Develops, edits and reviews a variety of communications, presentations, process flows, reports and other project materials.
6. Maintains regular communication with key internal staff and stakeholders on the progress of projects.



7. Leads, facilitates and coordinates meetings and partnerships with key interest holders and community groups to ensure ongoing engagement.
8. Liaisons with both internal and external key interest holders on a variety of topics for the Middlesex County Connect transit program.
9. Identifies and responds to gaps in the Middlesex County Connect transit program in collaboration with key interest holders.
10. Creates content for social media and responds to any social media inquiry. Coordinates social media content and ensures up-to-date content on social media platforms and website.
11. Works with the Legal and Procurement departments and key stakeholders to follow procurement requirements for RFT/RFQ/RFP development and selection of suppliers, consultants and contractors for supply of services.
12. Collects, compiles and analyzes data for Middlesex County Connect.
13. Prepares oral and written presentations and/or written reports on the status of projects, milestone achievements, recommendations and change and risk management.
14. Conducts project evaluations by evaluating the success of the project and recommending any improvements to key internal staff and stakeholders, as required.
15. Assists with the research and preparation of funding application in consultation with the key internal staff/departments/stakeholders.
16. Performs other duties, as assigned.

MINIMUM QUALIFICATIONS

Education & Experience

- Three-year college diploma or university degree in Business Administration, Public Administration, or a related discipline.
- Project Management Professional (PMP) certification an asset.
- Two (2) to three (3) years of experience in policy and program development, including one (1) to two (2) years of experience in managing projects.

Knowledge, Skills and Abilities

- Must have excellent communication, negotiation and conflict resolution skills with the ability to influence others.
- Strong, effective customer service and interpersonal skills

- Ability to work in a team environment, liaise with key stakeholders and to function effectively with minimal supervision.
- Advanced computer skills including MS Office.
- Strong time and project management skills with the ability to multi-task.
- Strong problem-solving skills with the ability to gather and interpret information.
- Strong analytical and research skills with the ability to formulate solutions.

Other

- A valid "G" driver's licence, and access to a vehicle to travel as required to fulfill job responsibilities.