



TOWN OF WOLFVILLE

Employment Opportunity

Transportation Study Coordinator – Term Position

The Town of Wolfville has recognized that a long-term transportation strategy would assist in making future decisions regarding transportation infrastructure. Therefore, the Town of Wolfville is inviting applications for a 8-12 month term position of Transportation Study Coordinator. The successful candidate will report to the Director of Public Works.

The Transportation Study Coordinator will research and compile information regarding transportation issues in the Town of Wolfville. Research will include information on transportation infrastructure, modes and needs within our population. The successful candidate will work with the Director of Public Works and appropriate groups and individuals to draft a Transportation Research Document. Items to be addressed include roads and parking, walkways, bicycle infrastructure and all forms of public transportation.

The Transportation Plan will address the long term transportation needs of the community by involving community members in a process that will ask them to examine the issues involved in developing and maintaining transportation infrastructure, as well as the transportation needs of the community. The resulting Plan will provide Council and staff with guidance to make future transportation projects realistic and sustainable.

Preferred applicants should have strong presentation, oratory and verbal skills; proficiency in various computer applications (MS Word, MS Excel, Outlook, PowerPoint, Publisher, Internet); strong interpersonal skills; and the ability to communicate effectively both verbally and in writing with all levels of the organization and public. The successful candidate will thrive in a fast-paced environment and be highly motivated with strong time management, project management, problem identification and problem resolution skills.

The successful candidate is willing to follow all applicable Provincial and Town Occupational Health and Safety Policies and Procedures and participate in the appropriate training as required. Some travel as well as weekend/evening work may be required.

Letters of application and resumes for the position of Transportation Study Coordinator may be submitted to Rachel Turner, Director of Human Resources & Administration by mail to Wolfville Town Hall, 359 Main Street Wolfville, NS, B4P 1A1, e-mail at rturner@wolfville.ca (Subject line Transportation Study Coordinator Application), or faxed to 902-542-4789.

Applications close by end of business on August 6, 2010. All applicants are thanked for their interest, however, only those who are selected for consideration will be contacted.

For more information on the Town of Wolfville visit our website at www.wolfville.ca.