



Department of Transportation & Environmental Services

Bus Rapid Transit Program Manager

Job Description

Overview

This position will be responsible for managing all aspects of the City's Bus Rapid Transit Program: The \$70 million West End Transitway implementation project, the \$12 million environmental and design phases for the Duke Street Transitway, and the \$5 million Metroway expansion. These are priority projects for the City, specifically laid out in the City's Transportation Master Plan.

The selected candidate will be responsible for tasks such as planning and environmental analysis (NEPA/AA), design, coordination with other departments and agencies, operations planning, community engagement and long-range program planning. This person will work closely with the Capital Projects Program Manager, Department of Project Implementation, the Complete Streets program, DASH, VDOT, and other stakeholders. The three BRT projects include: the Metroway extension, the West End Transitway, and the Duke Street Transitway. Work is performed under general instruction from the Division Chief or Deputy Director with considerable latitude for initiative and independent judgment on assigned major projects.

Minimum & Additional Requirements

Four-Year College Degree; at least five years of progressively-responsible experience in urban or transportation planning and management of large-scale urban projects, and completion of college-level courses in urban planning, transportation or transit planning, public administration, engineering, geography, or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Preferred Qualifications

Master's Degree, more than five years of progressive planning experience, and AICP certification; strong transportation/transit planning and technical skills, especially with BRT; background with NEPA and environmental reviews; progressive project management history; experience managing federal and state grants; proven written and verbal communication skills including ability to conduct presentations, public speaking, and discussion facilitation. The ideal candidate is a strategic thinker and problem solver, with the ability to tie together elements of multiple projects.

About T&ES

The Department of Transportation and Environmental Services (T&ES) strives to improve the overall quality of life within the City of Alexandria through the development of a superior infrastructure.

In order to contribute to the physical, social and economic growth of the City of Alexandria, the T&ES employee team provides services of the highest quality in the areas of engineering, environmental quality, traffic control, transit, construction and inspection, surveying, street, sewer and fire hydrant maintenance, and resource and recovery collection.

Within T&ES and across the City, we work together to foster a thriving Alexandria and work toward a culture that supports each of us and inspires excellence.

To apply, click here

What You Should Bring

The ideal candidate embraces the core values of the City: Respect, Integrity, Teamwork and Continuous Improvement. This candidate is open minded and treats all people with dignity, embraces diversity and welcomes individual perspectives, backgrounds and opinions, listens well and always exhibits civility. They are honest and fair, strategic and transparent about how they make decisions, and value the public's trust. They are accountable for decisions and actions and follows through on commitments. They work well with others to achieve great things and are committed to learning and growing.

In addition to exhibiting the core values of the City, we are looking for a strategic thinker and problem solver with an ability to tie together elements of multiple projects and who understands BRT in the context of other City plans and initiatives.



Bus Rapid Transit Program Manager



Job Description (cont.)

This position requires work in the four categories listed below and provides the following **Opportunities:**

LEADERSHIP

- Demonstrates behavior consistent with the vision, mission, and values of the City of Alexandria, and provides excellent customer service
- Leads the City's BRT Program, including project management, leading all public engagement efforts, and developing a detailed 10-year plan for City's BRT program
- Authoritatively interprets agency policy, guidelines, and standards, as well as transit planning standards and principles, as applied to problems involving roadway design, service and operations planning, land use, parking, pedestrian and bicycle access and traffic engineering.

MANAGEMENT

- Manages all aspects of the City's three BRT corridors (consultants, procurement, outreach, design, etc.), including:
 - Route 1 Metroway - Ongoing maintenance and expansion
 - Duke Street Transitway - Planning and environmental analysis (NEPA/AA), community engagement efforts and overall project management
 - West End Transitway - Coordination with engineering and design and right-of-way, operations planning, community engagement
- Manages BRT project funding such as new grant applications, coordinating on existing grants (requirements, reporting, etc.) and procurement for new services.

TEAMWORK

- Leads productive interdepartmental teams to coordinate all aspects of BRT corridors including Department of Planning & Zoning (P&Z), DPI, DASH and T&ES Divisions.
- Works closely with external partners including DASH and WMATA to evaluate policy and operational considerations, both during and after construction.
- Coordinates with other City agencies, interest groups, and jurisdictions on highly specialized policy, transportation, and planning issues, and responds to complex inquiries and requests for interpretations or determinations;

TASKS

- Provides updates to senior leadership on the BRT program, including providing materials such as presentation and fact sheets for their use, and maintenance of the project webpages
- Prepares updates, funding requests and other written documents for Boards, Commissions, and City Council
- Fosters relationships with the community to ensure positive partnerships, and general public and stakeholder outreach activities
- Developing scopes of work for consultants and contracted services and assisting in procuring contracts.