

Bicycle Nova Scotia Job Posting: Active Transportation Planner/Designer

Bicycle Nova Scotia is looking to hire a motivated transportation professional who is eager to advance the practice of bikeway planning and design in Nova Scotia. This is a special opportunity to help shape the emerging bikeway planning and design practice in Nova Scotia and to contribute to the development of small-town bikeway projects, as well as the provincial Blue Route cycling network.

As the **Active Transportation Planner/Designer** with Bicycle Nova Scotia, you will engage in project management in relation to the Blue Route Hubs Project. You will collaborate with municipal partners to plan and design the early-stage bicycle route frameworks to create high quality small-town bikeway networks. You will facilitate a public process to identify priorities for establishing a community bikeway network and prepare design concepts and functional planning studies for routes recommended for early phase implementation. Your work will consider municipal plans and strategies (i.e. AT Plans) as well as connections to the provincial Blue Route cycling network.

We are seeking a transportation professional with knowledge and experience in bicycle and pedestrian planning and design as well as public engagement and project management. The planner/designer must be able to creatively apply national and international best practices to towns with limited bikeway infrastructure particularly where strong local design precedents are unavailable. As the **Active Transportation Planner/Designer** you will lead bikeway planning and design projects and supply all requisite knowledge and technical expertise to prepare well-founded capital planning recommendations. This role requires knowledge of TAC GDG, NACTO, and MUTCDC and NSTIR design requirements as well as transportation planning concepts such as complete streets and integrated mobility.

Qualifications

The following qualifications will be considered an asset:

- P Eng. license, or Engineer in Training with professional association (i.e. Engineers Nova Scotia) OR full member of Canadian Institute of Planners
- Costing experience

- Experience conducting or facilitating public outreach processes for a range of stakeholders

Further Qualifications Include

- Bachelors or Masters degree in civil/transportation engineering, planning or related discipline
- Knowledge of all ages and abilities bikeway planning and design best practices
- Two years experience in related industry
- Project management experience
- Knowledge of roadway geometric design
- Interest in bicycle and pedestrian transportation and multi-modal transportation
- A valid driver's license

Skills

The following skills will be considered an asset:

- High degree of proficiency with Sketchup, Adobe Creative Suite, and GIS
- Social Media Management
- Website management using WordPress

Further skills include

- Excellent communication and organizational skills
- Excellent independent project and time management skills
- Excellent team work skills
- Experience gathering and analyzing quantitative and qualitative data
- Ability to build relationships with municipal and provincial government partners

Responsibilities

- Planning and facilitating meetings
- Public consultation
- Bicycle network planning
- Bicycle facility design
- Preparation of concept plan maps and drawings
- Data collection and analysis
- Technical writing and report writing

- Project costing considering available materials and labour
- Traffic speed and volume counts
- Hiring consultants as needed
- Preparation of functional plan recommendations for municipal project partners
- Draft council reports
- Presenting to councils and committees of councils
- Updating Blue Route website, writing blog posts, and developing social media content

Bicycle Nova Scotia offers a competitive compensation package, which includes:

- Paid vacation
- Paid sick days
- Partial remuneration of personal cell phone expenses
- Health and dental benefits
- Opportunity to work remotely from anywhere in Nova Scotia or from the BNS Office at 5516 Spring Garden Road

Bicycle Nova Scotia offers a competitive compensation package, which includes: Salary ranges between \$54,000 to \$60,000 based on qualifications and experience.

BNS will be accepting applications for the position until May 11th, 2022 at midnight. Please send applications staff@bicycle.ns.ca with the subject line **“Application: AT PLanner/Designer”** and in one PDF file containing a cover letter, resume and at least two references with the file name **LastName_FirstName_Application**. Applicants may send up to two (2) additional files that they believe will demonstrate their qualifications or otherwise augment their applications.

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Bicycle Nova Scotia is supporting and building a provincial cycling culture through increasing access to and participation in safe cycling.

Bicycle Nova Scotia (BNS) is the Provincial Recreation Organization (PRO) and Provincial Sporting Organization (PSO) for Canada’s Ocean Playground. As such, BNS provides service to both recreational and competitive riders throughout Nova Scotia (NS). Since 2018, BNS has also provided rider accident insurance to all members



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whenever they ride, *wherever* they ride in Canada. In addition to this, BNS is also a coordinating body for cycle-racing in the province, and fosters high performance competition among youth thanks to guidance and leadership from our Provincial Coach.

BNS has been working closely with municipalities throughout the province to provide planning and design expertise as it relates to cycling and active transportation planning. Since 2019, communities including Mahone Bay, Bridgewater, Lunenburg, Antigonish, Port Hawkesbury and New Glasgow have taken steps to develop and deploy these plans in order to better accommodate cycling in their communities, and to draw cycle-tourists to more rural regions of the province.

Partnerships like this are crucial to connecting the province's Blue Route network –a series of bicycle routes that facilitate cycling between urban and rural areas of the province. Please visit blueroute.ca for more information about this provincewide initiative.

BNS believes in inclusion, access and diversity. Members of the LGBTQ2+ and BIPOC communities are welcomed and encouraged to apply to this position. This includes, but is not limited to: Black, Indigenous and other racialized communities, people with disabilities, gay, lesbian, bisexual, queer and transgender individuals.