

## Job Opportunities

### **Project Coordinator, Transit Technology - Temporary Full Time**

#### **REPOST**

Length: Temporary Full-Time (for approx. 18 months)

Department/Division: Transportation & Environmental Services/Transit

Hours: 35 hours per week; Monday to Friday 08:30AM-04:30PM

Union: CUPE Local 1883

Grade: 12

Salary/Wage: \$64,974.00 - \$73,819.00 per annum/\$35.70 - \$40.56 per hour

Location: GRT Transit Ctre., 250 Strasburg Rd., Kitchener

Closing Date: May 27, 2022

#### Current Assignment:

This position will coordinate the analysis of business processes and implementation of software upgrades related to Grand River Transit's scheduling and operations platform (Hastus).

#### Description of Duties:

Develops preventive maintenance schedules and work plans for transit technology products and systems, specifically automated transit on-board and in-field equipment. Coordinates the implementation of transit technology projects related to the maintenance or update/expansion of transit technology. Analyzes maintenance and life-cycle costs, and equipment performance against expected timelines and reliability targets, and prepares reports for management.

#### Knowledge, Skills, Abilities Required:

- Knowledge and skill acquired through a 3-year degree/diploma in a related field (e.g., Project Management, Computer Science, Information Systems Management, Engineering, Electronics), plus 3 year of related experience (or equivalent combination of education and experience).
- Knowledge of technology maintenance operations and processes, including work planning and scheduling, life-cycle cost analysis, performance measurement, information technology applications, and electronics.
- Knowledge of transit applications and systems (e.g., intelligent transportation systems, automatic vehicle location, passenger counting, traveler information).
- Knowledge of and ability to follow corporate policies and procedures.
- Organization, problem-solving, and analytical skills to develop and recommend project plans and schedules; track and report on performance metrics and trends; calculate life-cycle costs; and coordinate project elements and schedules to meet deadlines.
- Communication skills to obtain, clarify, and exchange technical information with vendors, contractors, and other staff installing and maintaining equipment; and participate as an effective team member.
- Ability to read and understand technical manuals, work plans, contract terms, agreements, policies, and procedures. Ability to write project plans, schedules, and correspondence.
- Computer skills with ability to use software such as Microsoft Office, and an integrated fleet management computer system.
- Must have a valid G driver's license (or G2 with 3 years of driving experience) to operate corporate vehicles.
- Ability to support and demonstrate the Region's values.

As a condition of employment, new Region of Waterloo employees will be required to submit proof of COVID-19 vaccination. Successful candidates will be required to submit proof of COVID-19 vaccination (**two doses**) from the Ontario Ministry of Health website or the World Health Organization directly through the Region of Waterloo Vaccination declaration survey. Successful candidates who have appropriate written proof of a validated medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Recruitment Team. Such situations will be considered on a case-by-case basis.

Please apply online, by the closing date **May 27, 2022** quoting competition number **2022-1449**.

We are committed to employment equity and thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to diversity, inclusion, and supporting the well-being of our employees. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number (519) 575-4400, TTY number (519-575-4608) to request an alternate format.

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