

Routing & Scheduling Analyst

The City of Regina Transit and Fleet division is recruiting a Routing and Scheduling Analyst. We are looking for a motivated change champion with a growth mindset and knack for efficiencies. This position is primarily responsible for the scheduling and preparation of bus operator assignments, and also represents the department working on projects and teams throughout the organization and community. Regina Transit is excited to be presently preparing a master plan, identifying and prioritizing requirements over the next 25 years that will encourage ridership, resulting in citizens making our Transit system the transportation mode of choice. If you are love our City as much as we do and want to have a positive impact on transit and the citizens of Regina, we look forward to reviewing your application.

The successful candidate will have an Administration degree combined with significant experience working in a diverse customer service oriented and/or investigative environment. Extensive knowledge of the scheduling and route information of the City of Regina Transit system is essential and. Experience working in the transportation industry would be a definite asset. A class two (2) drivers license with air endorsement is required.

Typical duties include:

- Lead the production and delivery of bus operator assignments and general sign ups.
- Provide supervision and guidance to the relief Route and Schedule analyst and the Dispatch group by monitoring adherence to the spareboard rules and the collective bargaining agreements.
- Develop transit scheduling options and bus operator assignments.
- Lead and assist in branch employee performance management.
- Facilitate the resolution of Labour relations issues in accordance with the Collective agreements and approved policies and practices including corrective discipline.
- Determine and coordinate the placement and maintenance of transit bus stops and shelters.
- Monitor bus route performance including discussions with operators, the public and other city personnel.
- Scheduling Charters, Class trip programs, Safebus presentations and facility tours for external and internal customers.
- Monitor and maintain the Automatic Passenger Count (APC) statistics and Electronic Fare box reporting data.
- Responsible for the Information Web's data to ensure the public has access to routes and timetables.
- Analyze existing service levels and recommend changes to improve service.
- Present information to management, committees and external agencies (i.e. public meetings).
- Lead and act as the chair of the Route and Scheduling Committee.
- Lead in the construction and detour planning process as it relates to long term detours or service disruptions.

The successful candidate will have an understanding of time management principles as well as the Microsoft suite. They will have the ability to make recommendations based on data gathered through strong analytical and investigative skills. They will also have great communication skills that will shine through relationship development and maintenance.

See our full job bulletin on our Careers website <https://www.regina.ca/about-regina/job-opportunities/> and apply today, no later than May, 15, 2022

The City of Regina values diversity in our workforce and encourages applications from all qualified Employment Equity candidates.