

## Repost - Service Planner (Planner) - 985

### Workflow Type

Regular

### Job Title

Repost - Service Planner (Planner)

### Status

Permanent Full-Time

### Type of Position

a Replacement

### Start Date

Immediate

### Close Date

July 4, 2022

### Salary

Per hour

### Salary Grade

Y1A14

### Department

York Region -> Transportation Services -> Transit

### Location

(TRN) SCC-50 High Tech Rd. - 50 High Tech Road - Richmond Hill, ON L4B4N7 CA (Primary)  
remote work opportunities may apply - CA

### Job Description (I)

#### **POSITION PURPOSE:**

Reporting to the Program Manager, Transit Planning, is responsible for designing transit routes, monitoring new routes and route extensions, using statistical applications to forecast transit demand and plan transit services, and ensuring adequate programs are in place to support transit needs; conducting research and analysis of field investigations and demographic studies to develop service proposals, impact statements and transit projections; and providing input to development applications, (Official Plans, Secondary Plans, subdivision and site plan applications) and road reconstruction projects.

#### **MAJOR RESPONSIBILITIES**

- Design transit routes to ensure appropriate running, recovery time and transit system integration for community, local, core, rapid transit and express bus routes.
- Communicate with Transit Operations staff to ensure operational feasibility.
- Use Trapeze scheduling software to develop route schedules, process block paddles and maintain updated bus stop locations in the Trapeze database.
- Monitor new routes and route extensions in the post-implementation phase for financial and operational viability.
- Monitor and assess system performance through the collection and analysis of statistics and measurables.
- Conduct research and analysis of field investigations, economic, population, employment data, public opinion surveys, ridership data (ie. passenger loads, on-off, revenues), demographic studies, and other applicable research and statistics.
- Maintain and update ridership and other transit data trends to use for long term planning and system performance reviews.
- Review and evaluate studies such as environmental impact statements, construction projects, etc. to determine transit compatibility.
- Review development applications, submitted to the Planning Department, to ensure transit supportive land use development (location of future transit infrastructure ie. Routes, stops, walkways, shelter pads, etc.)

- Conduct public information sessions throughout the Region, presenting annual transit plans to the public.
- Performs other duties as assigned to meet Branch and Departmental objectives

### **QUALIFICATIONS**

- Successful completion of a University Degree in Planning, Engineering, Environmental Studies, Public Administration, or equivalent.
- Minimum two (2) years of transit service planning or transportation planning experience.
- Knowledge of service standards for public transit service.
- Knowledge of land use planning and environmental assessment processes.
- Computer literacy with advanced proficiency in Microsoft Office applications, including Word, Excel, Project, and PowerPoint, and in transit scheduling software, such as Trapeze, and GIS software, such as ArcMap.
- Highly refined written and communication skills, demonstrating the ability to convey issues and concepts in a convincing and easily understood manner.
- Excellent analytical and research skills showing good judgement and sound problem solving abilities.
- Knowledge of and demonstrated ability in corporate core competencies including communication, team work, initiative/self management and accountability, and flexibility/adaptability.

### **Job Description (E)**

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**Scheduled Weekly Hours**

35

**# of Hires Needed**

1