



Career Opportunity

The Region of Waterloo is currently recruiting for a:
Full Time Transit Scheduler

Department: Transportation & Environmental Services

Division: Transit Services

Competition Number: 2022-2116

Hours of Work: 35 hours/week

Location: On-site at Grand River Transit Centre, 250 Strasburg Road, Kitchener, ON

Our Story:

The Region of Waterloo has a mandate to reimagine the future and service provision. Putting residents first, we work to ensure that our community remains a great place to live and a great place to work and play – for everyone. Our goal is to build a world-class community for all residents. And here at the Region, we're inspired to act with purpose and to serve our community with passion and drive.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

Grand River Transit (GRT) provides transit service to the three cities, and four townships in the Regional Municipality of Waterloo. We operate more than 50 routes and cover more than 20 million kilometers every year. Our fleet consists of more than 300 vehicles, including conventional and MobilityPLUS buses and ION light rail trains. We have more than 2,500 stops across the region, and more than 560 shelters.

GRT values employees and recognizes that their talents are vital to our own success. Our employees take pride in making a difference and ensuring transit is safe, reliable and convenient for their community. We are looking for people like you to help us keep the Region moving.

The Opportunity:

Reporting to the Supervisor, Transit Scheduling, you will be responsible for creating, implementing and monitoring transit vehicle schedules and bus operator work schedules for the integrated urban transit.

Apply your Knowledge, Skills & Abilities:

- As the subject matter expert you will develop cost-effective vehicle schedules based on route design, service standards, route connections and customer needs
- Create daily and weekly operator work schedules to support transit service operations
- Evaluate, monitor, and implement vehicle and operator scheduling techniques to improve productivity and effectiveness
- Participate in annual service and network planning and implementation processes
- Develop and maintain schedule information for automated information systems
- Participate on union-management committees regarding transit service scheduling and bus operator work assignment issues
- Creates reports for management, bus operators, and other staff
- Respond to feedback from customers and other community stakeholders, and initiates service and schedule improvements where feasible
- Liaises with local school boards to develop and implement schedules to meet student needs
- Assist in the preparation and monitoring of the bus operator wage budget
- Communicate with consultants, project managers, vendors/suppliers, transit agencies, local businesses, industries, and institutions regarding scheduling related matters
- Perform related duties as required

Apply Your Experience at the Region of Waterloo:

- The requirements for this position would normally be acquired through a Bachelor's or college degree in a related field (e.g., geography, planning, environmental studies)
- Knowledge of concepts and issues related to transit planning, scheduling, and operations, normally acquired through a Bachelor's degree or college degree in a related field (e.g., geography, planning, environmental studies), plus transit-specific training and skill in scheduling, runcutting, and rostering, normally acquired through related scheduling experience, and training offered by the Canadian Urban Transit Association (CUTA)
- Knowledge of and ability to comply with policies, procedure, collective agreements, and related legislation (e.g., employment standards, Highway Traffic Act)
- Knowledge of divisional and standard industry practices related to the creation of transit operator work assignments in a unionized environment
- Research, math, organizational, problem-solving, and analytical skills to collect, analyze, and interpret information regarding the operational feasibility and costs of changes to transit schedules, routes, and operator work rules and conditions; balance variables/considerations to develop scheduling solutions; and perform

- calculations, accounting, and budgeting
- Human relations and communication skills to respond to inquiries, requests, and complaints from staff and the public; conduct staff workshops, public meetings, and information sessions; facilitate scheduling committees and other consultative meetings; and participate as an effective team member
 - Ability to read and interpret reports, studies, statistical data, industry publications, and software documentation. Ability to write reports, directives, and information notices
 - Computer skills with ability to use scheduling and transit operating systems; Microsoft Office, InDesign, and Adobe Acrobat
 - Ability to travel within and outside Waterloo Region
 - Ability to support and demonstrate the Region's values

Additional Information:

Compensation:

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$75,457.20 and \$94,312.40 per annum (Grade 5 on the Management & Management Support wage scale).

Candidates are invited to apply with their resume online at:

www.regionofwaterloo.ca/en/regional-government/job-postings.aspx

We 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 an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

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