

Job Title: Transit Planner/Business Analyst



Requisition ID: 5892

Department: Transit Services Dept.

Service: Transit Customer Syst & Planning Service

Branch: Service Planning Branch

Employment Type: 1 Full-time Permanent

Work Hours: 35.00/hours per week

Affiliation: ATU 1760

Salary Information: \$67,332.72 - \$95,497.22 annually (2022 rates of pay)

Location: Transit Service, 1500 St.Laurent

City: Ottawa, ON

Job Category: Transportation

Application Close: 29/11/2022

JOB SUMMARY

Transit Service Planning is responsible for service and operations planning for bus, rail and Para Transpo services (including route planning, bus stop planning, service frequency, scheduling, and bus type assignment), capital and operating budgeting for the department, transit fare policy, performance reporting, development of policies and long-range plans, establishment of service standards and design standards, delivery of the City's transit priority program, and continuous improvement for departmental operations.

You perform a broad range of activities that support initiatives related to service planning, operations planning, and business planning. You may be required to perform any or all of the following:

- evaluating transit business and operating strategies;
- planning new transit facilities and services and transit service changes;
- participating in the long-term planning of the transit system;
- participating in the preparation of annual and long-range capital and operating budgets;
- evaluating and reporting on current and future ridership, revenue, and other performance measures;
- conducting functional planning and design of transit facilities and fleet requirements;
- planning and managing research and surveys;
- ensuring that urban planning and development proposals are compatible with transit objectives;
- evaluating capacity and level of service of transit routes; and
- coordinating bus operations with the city's management of the road network.

You also: research and recommend solutions to issues in your assigned area of responsibility; provide advice and comment to senior management, other Transit staff, and other City and external staff working on issues related to the current and future transit system; prepare and present service information to key stakeholders; respond to enquiries from Transit staff, customers, Councillors, the general public and other stakeholders; and represent the City in public outreach and consultation.

EDUCATION AND EXPERIENCE

Completion of 4 year university degree in geography, urban planning, engineering, operations research, economics, business administration or related field.

Minimum of 5 years of experience in transit planning or similar experience in a large organization.

KNOWLEDGE

- Understanding of issues or principles involved in the provision of public transit in Ottawa, such as accessibility issues, local government structure and land-use planning process
- Knowledge of transit planning and scheduling principles
- Knowledge of economic principles
- Understanding of concepts of ridership forecasting, performance evaluation, and return on investment
- Knowledge of concepts of budgeting, monitoring, evaluating, and reporting
- Understanding of survey and data analysis methodologies and modelling techniques
- General knowledge of the City of Ottawa and of corporate and departmental policies and procedures

- Knowledge of legislation, policies, regulations, guidelines and operational procedures relevant to the operational area
- Understanding of computer applications, including statistical analysis software
- Knowledge of applicable health and safety legislation, including the rights and duties of workers

COMPETENCIES, SKILLS AND ABILITIES

- Able to work independently with minimum supervision and collaboratively with all staff as part of a team
- Possess organizational skills and flexibility to plan, initiate, organize and prioritize own work and/or the work of teams and to deal effectively with multiple demands, conflicting priorities, pressures and deadlines
- Possess the ability to interpret/analyze/evaluate data and to make decisions and formulate recommendations
- Able to interpret development and construction plans
- Possess computer literacy in MS Office Suite in a Windows environment, including use of the Intra/Internet
- Able to perform numerical, service and statistical analysis, and work with statistical analysis software and other advanced computer applications or software used in the section
- Attentive to detail and able to interpret/analyze/evaluate large volumes or quality of data, to make decisions and formulate recommendations
- Possess excellent interpersonal, communication and writing skills
- Possess strong public relations and presentation abilities
- Possess facilitation and project management skills
- Thorough and attentive to accuracy and detail
- Able to demonstrate sound judgement
- Flexible and adaptable to deal with multiple tasks, shifting priorities and tight deadlines
- Possess interpersonal skills and demonstrate good judgement
- Possess a work record of good attendance and job performance

WHAT YOU NEED TO KNOW

- Language Requirement: Designated Bilingual – specific level of language proficiency: French: oral, reading, writing English: oral, reading, writing Candidates who do not meet language requirements will be required to participate in training.
- Experience and formal training combined with demonstrated performance and ability may substitute for stipulated academic requirements.
- Please save a copy of the job poster. Once the closing date has passed, it will no longer be available.

We wish to thank all applicants for their interest and effort in applying for this position. Only candidates selected for interviews will be contacted.

The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, people with disabilities, Aboriginal peoples and persons of all races, ethnic origins, religions, sexual orientations, and gender identities and expressions.

The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.

Accessible formats and communication supports are available upon request. Please contact the HR Service Centre at 613-580-2424, extension 47411.