

EMPLOYMENT OPPORTUNITY

Superintendent, Transit Planning and Scheduling

Permanent Full-Time

Transportation Services

Competition No.: 2023-016



www.rdn.bc.ca

SKILLS AND EDUCATION

- Completion of a university degree in a related field
- five (5) years' experience in the operation of a public transit system
- A valid Class 5 BC Drivers License

APPLICATION DETAILS

Please quote competition 2023-016 and submit a cover letter and resume clearly outlining your education, experience, and qualifications as they relate to this position, via [CLICKING HERE](#).

This job posting will remain open until filled. Applicants are encouraged to submit their resume and cover letter without delay!

Applications will be actively monitored and interviews will be immediately scheduled with suitable candidates.

ABOUT THE ROLE

The Regional District of Nanaimo (RDN) is seeking a permanent full-time Superintendent, Transit Planning and Scheduling with the Transportation Services Department.

Reporting to the Manager of Transit Operations, Transportation Services Department, the Superintendent of Transit Planning and Scheduling is responsible for the scheduling of the Regional District of Nanaimo (RDN) conventional and custom (handyDART) Operator transit service. The incumbent will also be responsible for the long and short-term transit planning as prescribed in the Transit Redevelopment Strategy and Board directed initiatives. This includes working with a team of Road Support Agents and Conventional/Custom Supervisors and Dispatchers to ensure the scheduling of a safe and reliable transit service.

QUALIFICATIONS

The successful candidate will have a university degree in a related field, supplemented by specialized courses in local government or transportation, five (5) years' experience in the operation of a public transit system, combined with a minimum of three (3) years' experience in a supervisory capacity. Must have a valid Class 5 BC Drivers License.

POSITION DETAILS

This excluded full-time position offers a competitive compensation and benefits package. Please visit the RDN website at www.rdn.bc.ca for more information on the Regional District of Nanaimo and Transportation Services.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.



REGIONAL DISTRICT OF NANAIMO

JOB DESCRIPTION

POSITION TITLE: SUPERINTENDENT, TRANSIT PLANNING AND SCHEDULING

REPORTS TO: Manager, Transit Operations

DIRECT REPORTS: Special Projects Coordinator
Transportation Supervisor, Custom Transit Operations
Transportation Services Dispatchers, Custom Transit Operations
Servicepersons Operators/Custom Operators

POSITION SUMMARY:

Reporting to the Manager of Transit Operations, Transportation Services Department, the Superintendent of Transit Planning and Scheduling is responsible for the scheduling of the Regional District of Nanaimo (RDN) conventional and custom transit service.

As a Superintendent, Transit Planning and Scheduling, the incumbent will be responsible for the long and short-term planning and day-to-day transit scheduling. This includes working with a team of Road Support Agents and Conventional/Custom Supervisors and Dispatchers to ensure the scheduling of a safe and reliable transit service.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
2. Provides recommendations to the Manager with respect to policies and procedures with respect to transit planning and scheduling.
3. Develops long and short term transit plans, working with senior BC Transit Planning staff.
4. Prepares reports and recommendations to the Manager or Senior Manager for consideration by the Transit Select Committee, Committee of the Whole and the Regional Board.
5. Assists the Manager in the preparation of the annual operational budgets and manages expenditures in accordance with approved budgets and budgeting guidelines.
6. Prepares detailed revenue projections, working with senior BC Transit staff and RDN finance staff, as well as liaising and collaborating with other Transportation Services staff.
7. Work with RDN departmental staff to implement RDN Asset Management working group objectives.
8. Assists management team members with service delivery goals to maintain the RDN Transit and BC Transit websites and social media sites.
9. Work with RDN departmental staff to implement RDN Asset Management working group objectives.
10. Assists in the selection, evaluation and discipline of and provides direction, guidance and feedback to assigned personnel. Consults with the Manager on all labour relations issues.

11. Recommends to the Manager, prepares, and implements policies and procedures related to transit planning and scheduling.
12. Participates in accident and incident investigations with subordinate employees.
13. Organizes and chairs the Transit Scheduling Committee meetings.
14. Oversees transit scheduling software as well as all transit planning related software.
15. Responds to employee complaints related to transit planning and scheduling and in consultation with the Manager, represents the employer in grievance procedures under the Collective Agreement.
16. Responds to customer scheduling and planning complaints and staff feedback/recommendations for change when required.
17. Leads the transportation department in new technologies related to transit planning and scheduling.
18. Works in conjunction with other RDN planning staff, BC Transit planning staff and Municipalities Planning Staff within the RDN, collaboratively and collectively developing planning and scheduling strategies to meet service demands.
19. Monitors transit exchanges and properties for vandalism, violence and other activities which may impact safety or service and takes appropriate action to address these activities.
20. Prepares and maintains inventory of all bus stops and shelters in the regional district.
21. Assists with operational projects relating to on road transit performance and/or transit ridership (i.e. Automatic Vehicle Locator (AVL)), transit stops, benches, shelters and pull offs).
22. Ensures that quantitative transit ridership data is being collected, working with senior BC Transit staff.
23. Performs administrative tasks such as issuing purchase orders, reviewing invoices and working within the parameters of the Transit budget.
24. Maintains an effective, collaborative working relationship with BC Transit, private industry, municipal staff, the public and other stakeholders involved in transit operations, as required.
25. In an emergency that requires the activation of the RDN's Emergency Operations Centre (EOC), may be called upon with other RDN employees and assigned a role and/or tasks to support the EOC. Courses and/or workshops may be offered by the RDN to support this role.
26. Researches, develops and prepares presentations for public engagements. Follows all policies, procedures and standards of the RDN.
27. Ensures that the Boards Strategic Goals are incorporated in projects.
28. Attends RDN Board meetings as required.
29. Assists other Transit Superintendents and the Manager as required.
30. Performs other related duties as required.

EDUCATION AND EXPERIENCE

Completion of a university degree in a related field, supplemented by specialized courses in local government or transportation, five (5) years' experience in the operation of a public transit system, combined with a minimum of three (3) years' experience in a supervisory capacity.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The ability to maintain positive internal and external working relationships is required, as is a demonstrated ability to plan, organize, coordinate and deliver transit services in a systematic and timely manner. Must have a valid Class 5 BC Operators License.

- Demonstrated ability to plan, organize, coordinate and deliver transit services in a systematic and timely manner.
- Proven skills in personnel supervision, leadership, team building and problem solving.
- Direct budgeting and financial analysis experience.
- Considerable knowledge of applicable regulations and legislation governing Transportation in British Columbia.
- Considerable knowledge of computer programs and transit support technology.
- Sound knowledge of the methods and principles utilized in transit training.
- Demonstrated ability to communicate effectively both verbally and in writing.
- Demonstrated ability to work independently and in collaboration with others.
- Demonstrated ability to function as a team member, motivator and facilitator.
- Demonstrates ability to be flexible, prioritize tasks and responsibilities and complete duties and projects within allotted time.
- Demonstrated ability to provide effective consultation and customer service.
- Demonstrated ability to manage, plan, implement, organize and problem solve in a complex dynamic environment.
- Demonstrated ability to perform excellent written communication memos, letters and reports that reflect professional expertise.

SALARY

Salary for this position will be determined based on the successful candidate's education and experience. The RDN offers a competitive benefits and pension package.