



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3521-001

CALL NO.23-3063

<b>Job Designation:</b>	Transit Scheduler
<b>Department:</b>	Oakville Transit
<b>Salary Range:</b>	\$66,579 - \$81,191
<b>Job Details:</b>	Temporary Full-Time (CUPE 1329T)
<b>Posting Status:</b>	open to current Town of Oakville employees and external applicants.
<b>Closing Date:</b>	Applications for this position must be received at <a href="http://oakville.ca">oakville.ca</a> no later than 11:59 pm on <b>February 21, 2023</b> .

Please note: Internal secondment applications are welcome. Please note, however, that members of management will not be considered for secondments into bargaining unit positions.

**NOTE:** A Trainee Secondment up to 18 months may be considered for applicants who do not possess all of the position requirements if a fully qualified candidate is not available in the applicant pool. The Seconded Trainee will be compensated at the CUPE 1329 Pay Grade 7, Salary of \$55,599 (February 2023 rate).

**We offer:**

- A hybrid work schedule – Please note the position will be in office for the first year, but a hybrid work model may be available in subsequent years
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Under the general direction of the Manager of Planning & Administrative Services, the Transit Scheduler is responsible for creation and maintenance of all schedules related to the Oakville Transit system. The position is responsible for the creation of the runcut and rostering of service schedules using specialized scheduling software into detailed driver work assignments, optimizing the available resources to ensure the best possible service is delivered to the public and ensuring adherence to the collective bargaining agreement. The position is also responsible to analyze transit routes using data from the CAD/AVL system, assisting to resolve

customer complaints/suggestions and to assist in developing plans for new or expanded services, design of service schedules and implementing the approved service plan.

### **Job Responsibilities:**

- Develop vehicle schedules, driver schedules, and rosters using scheduling software to maximize customer benefit while minimizing operating costs and resources.
- Monitor and assess route and system performance relative to service standards and information from CAD/AVL; required to review and evaluate route performance from real time bus tracking system, identify any required adjustments and make recommendations to manager regarding same.
- Working with other Oakville Transit staff to maintain and analyze data through a variety of means, e.g. surveys, GFI fare box, PRESTO, CAD/AVL, APC.
- Liaise with other employees re service plan.
- Investigation and follow-up of issues relating to services offered or requested.
- Work in concert with the Transit Planner to ensure data integrity (bus stops, schedules, destination curtains) for all back end database sources.
- Assist in responding to customer inquiries regarding schedules and scheduling matters.
- Assist in coordination of services during detours, service changes and special events, including preparation of internal and external notices.
- Assist in preparation of costing related to the preparation of the annual budget.
- Assist in maintaining the website and social media accounts.
- Responsible for coordination of all charter requests.
- Responsible for maintaining the information and software required for the destination signs for buses; ensuring accuracy and prompt application of changes.
- Perform other duties as assigned.

### **Qualifications:**

- Completion of diploma or degree in Transportation, Planning, Engineering or related discipline.
- Minimum of 3 years of experience with a background in scheduling.
- Experience working in a public transit environment is required.
- Creativity and resourcefulness considered assets.
- Ability to analyze complex information and to exercise independent judgement in arriving at conclusions.
- Must be able to work within Microsoft Office suite.
- Familiarity with software programs such as scheduling software, CAD/AVL, and APC, GIS is an asset.
- This position requires an excellent command of the English language, both written and oral.
- Ability to apply transit work rules and union labour agreements.
- The successful candidate will be a team player, with excellent interpersonal skills.
- Must hold and provide a copy of a valid and unrestricted Ontario Driver's Licence Class G minimum (standard and automatic transmission) with a driving record that

demonstrates responsible and safe driving behaviour. Note: Applicants with 6 or more points are ineligible for consideration.

**DATED:** February 7, 2023

*The successful candidate will be required to submit proof of full vaccination in accordance with the town's COVID-19 Vaccination Policy and Procedure. Accommodation requests for new hires that are unable to get vaccinated against COVID-19 for reasons protected under the [Ontario Human Rights Code](#) , must be made in writing to the Human Resources department.*

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for each of the testing and interview components of the recruitment process is 75%.*

**We thank all applicants and advise that only those selected for an interview will be contacted.**