



# THE CORPORATION OF THE TOWN OF OAKVILLE

## JOB POSTING

POSITION ID: 3250-001

CALL NO.23-3175

<b>Job Designation:</b>	Transit Planner
<b>Department:</b>	Oakville Transit
<b>Job Details:</b>	Permanent Full Time CUPE 1329
<b>Salary Range:</b>	\$66,579 - \$81,191
<b>Closing Date:</b>	Applications for this position must be received at <a href="https://www.oakville.ca">oakville.ca</a> no later than 11:59 pm on <b>May 16, 2023</b> .

**Please visit our employment page to apply and check out our other opportunities!**

<https://www.oakville.ca/town-hall/employment/>

**NOTE:** Less qualified applicants may be considered on an underfill basis as a Trainee. Candidates with less than 3 years of experience are encouraged to apply to be considered for a Trainee opportunity. A Trainee is compensated at the CUPE 1329 Pay Grade 7, Salary of \$55,599 (January 2023 rate). With support and training, it is expected the Trainee would become fully qualified within 24 months. Once fully qualified, the rate of pay is adjusted to Pay Grade 9, Salary of \$66,579 (Jan 2023 rate).

Located on Lake Ontario, just outside the Greater Toronto Area, Oakville is a rapidly growing municipality with a vibrant and dynamic community, making it a great place to live, work and play. If you're team-oriented and possess outstanding interpersonal and communication skills, the town can be a great place of employment for you. Some benefits of working for the town include:

- A great work environment with excellent recreational facilities conveniently located nearby
- Competitive compensation and benefits
- Focus on maintaining a healthy work life balance
- Opportunity to work within a community dedicated to providing quality service to residents
- A great variety of occupations within one organization
- The opportunity for advancement and professional development

- An opportunity to work with leading-edge technology and the latest business application tools
- The opportunity to work with great people in a supportive and fun environment

**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 defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

Reporting to the Manager of Planning & Administrative Services, Oakville Transit this position is responsible for designing and monitoring the performance of transit routes, forecasting transit demand, conducting research and analysis of field investigations and demographic studies to develop service proposals, providing input to development applications (OPA, Secondary Plans, subdivision and site plan applications), infrastructure projects, data validation and quality assurance for the real time Intelligent Transportation System (ITS). This position will also provide assistance to and back up the Transit Scheduler.

**Job Responsibilities:**

- Designs transit routes, monitors performance of new routes and route extensions, coordinating route changes with other team members.
- Gather, review and analyze data to support data reporting and forecasting, and to make recommendations for improvements.
- Participates in developing short and long term transit plans, develops innovative service strategies, reviews plans and proposal submitted by other governmental and private planning organizations and assists with budget planning.
- Responsible for ITS data integrity/QA and data confirmation in the ITS system to support all scheduling and ITS functions. Function is critical to delivery of each service board and to the integrity of all customer facing ITS functionality.
- Reviews development applications to ensure transit supportive land use development, prepares detailed comments, suggestions and recommendations.
- Works with the Transit Analyst and Transit Scheduler, monitors and assesses system performance, conducts research and analysis of field investigations.
- Provides input and assists with planning of transit stop infrastructure development applications, site plans and plans of subdivision, as well as customer requests, and

assists in maintaining infrastructure data base of existing assets while adhering to the Transit Service Design Standards.

- Participates in public information meetings, assists with public outreach campaigns, assists with customer complaints related to planning inquiries, acts as a liaison for the department with other GTHA systems, advises other departments on transit initiatives, consults with other team members in preparation of annual/strategic plans.
- Performs other duties and special projects as assigned.

### **Qualifications:**

- Completion of a three year degree or diploma in Urban Planning, Geography, Transportation Planning and/or Transportation Engineering.
- Must have a minimum of 3 years' experience in a related field.
- Professional Ontario Planning or engineering designation (or related field) is an asset.
- Excellent reading, written and verbal communication skills. Strong interpersonal skills to deal effectively with members of the public, Council and representatives of other transit systems, external groups and organizations and to represent the interests of Oakville Transit.
- Computer literacy in Microsoft Office applications including Word, Excel, PowerPoint.
- Knowledge of transit scheduling and ITS related software would be considered an asset.
- Strong mathematical skills relating to statistical analysis.
- Ability to interpret engineering, architectural and/or survey plans.
- Experience in a public transit or transportation planning environment.
- Knowledge of service standards for public transit, transit scheduling fundamentals and land use planning and environmental assessment process.
- A copy of a valid and unrestricted Ontario Driver's Licence Class G minimum with a driving record that demonstrates responsible and safe driving behaviour must be provided. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test as a condition of employment.

**DATED:** May 2, 2023

*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.**

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