



Region of Waterloo

CAREER OPPORTUNITY

Title: Principal Planner (Transit)
Positions: 3
Posting #: 2023-1616
Position #: R00892
Length: Full Time
Department/Division: Transportation Services/Transit Services
Hours of Work: 35
Union: C.U.P.E Local 1883
Grade: 16
Wage: \$45.39 - \$51.59
Location: Grand River Transit Centre, 250 Strasburg Road, Kitchener ON

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving, and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect, and innovation.

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.

Description of Duties:

Researches, develops, implements, project manager, promotes, and monitors transit programs and/or transportation demand management (TDM) initiatives to help foster a transit-supportive community consistent with the Region's goals of promoting travel choice, enhancing quality of life, and supporting sustainable development. Designs an efficient, effective, and integrated mobility network through the development and implementation of service plans, policies, programs, fare strategies, infrastructure, and advanced technology.

Duties/Responsibilities:

- Plans, designs, implements, and evaluates the transit service, including

establishing new and restructured routes and services (e.g., bus stop installations, passenger information). Monitors and analyzes system performance through benchmark analysis, service use, financial indicators, and trend analysis. Administers the internal review process to confirm service issues and refine options. Presents technical analyses, constraints, and opportunities, obtains approvals, and selects preferred options for public consultation.

- Collaborates on and/or coordinates service plan expansions, restructuring, application reviews, and service implementation with other divisional staff (e.g., operations, scheduling, maintenance).
- Develops conceptual plans, determines functional requirements, and evaluates alternative locations for transit or active transportation facilities. Obtains site plan approvals and oversees construction phase. Collaborates with management in negotiations with representatives or property owners of potential host sites. Works with internal or external engineering staff and other built environment professionals when building or designing bus stop infrastructure, transit stations/facilities, transit priority lanes and signals, and the cycling/micro mobility network.
- Researches, plans, monitors, and coordinates the implementation of TDM programs (including cycling and micro mobility network) with other departments, area municipalities, public and private sector organizations, and community interest groups, including project management and monitoring. Plans, develops, and implements promotion strategies and materials. Identifies needs, justifies, project manager, and leads preliminary design for active transportation projects.
- Determines, develops, and implements strategies for public feedback (e.g., open houses, workshops, market research, focus groups). Makes recommendations to marketing and communications staff regarding marketing/customer service issues. Attends public meetings, workshops, and seminars, provides professional advice and information, addresses inquiries and complaints, and conducts presentations to businesses, institutions, area municipal councils, public groups, schools, and the public. Writes or contributes to reports to Committees of Council with information and recommendations.
- Assists to develop and administer contracts for goods and services (e.g., procurement process, specifications and evaluation criteria, performance evaluation, invoicing, and approvals within limit).
- Reviews road capital projects and development applications, including amendments to the Regional Official Plan (ROP), area municipal Official Plans and amendments, plans of subdivision and condominium, site plans, and zoning by-laws and amendments. Analyzes supporting technical studies, station area plans, streetscape plans, and transit development implications. Makes recommendations, promotes transit and TDM positions on significant issues, and/or provides input with planning and other internal staff, development applicants and their agents, regional and area municipal councils, advisory committees, and the public.
- Prepares documentation for government approvals and/or funding. Assists municipalities, businesses, and other organizations in obtaining government funding and approvals. Reviews financial support and other TDM activities with

provincial and federal government staff.

- Leads project teams that develop and implement technology projects or multimodal programs, including research, report writing, project management, stakeholder feedback, and technical input.
- Monitors program budgets with Finance staff. Develops annual passenger revenue budget with management, including projections. Reviews and analyzes fare pricing and policy.
- Develops program agreements with Legal staff. Resolves problems with consultants, developers, and solicitors.
- Liaises with peers in other municipalities to discuss/exchange industry information/advancements. Coordinates with other transit service agencies and/or transportation providers to provide an integrated service. Performs related duties as assigned.

Knowledge, Skills & Abilities Required:

- Knowledge and skills normally acquired through a 4-year bachelor's degree in a related field (e.g., Geography, Planning, Environmental Studies, Civil Engineering), completion of Canadian Urban Transit Association (CUTA) transit planning and scheduling courses (or equivalent), plus 3 years of related transportation, transit, and/or land use planning experience.
- Knowledge of transportation planning and TDM theory, empirical research, statistical analysis, and demographics.
- Knowledge of and ability to comply with policies, procedures, planning and transportation legislation (e.g., Planning Act, Highway Traffic Act), and related provincial, regional, and area municipal policies and regulations, including Regional Official Plan, strategies, and master plans.
- Research, analytical, planning, organizational, and problem-solving skills to design surveys; coordinate activities and resource allocation; analyze data from multiple sources; work independently; adapt to frequently changing priorities; and complete projects within deadlines. Human relations, communication, public relations, presentation, facilitation, and negotiation skills to conduct presentations; negotiate development applications and ROP amendments; negotiate employer-based programs and private sector partnerships; respond to inquiries and complaints in controversial situations; and participate as an effective team member.
- Ability to read and interpret technical, policy, and legal information from various sources, and compile, analyze, and interpret survey and statistical information. Ability to write recommendations, reports, general correspondence, and information packages.
- Computer skills with ability to use software including Microsoft Office and Microsoft Power BI, ArcGIS, and transit-specific software systems. Ability to work with modeling tools and other data analysis applications. Ability to research new technologies.
- Ability to alter/flex hours to accommodate meetings outside of regular working hours.

- Ability to travel within Waterloo Region.
- Ability to support and demonstrate the Region's values.

Regular and reliable attendance required for consideration.

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, TTY number (519-575-4608) to request an alternate format.