

Transit Scheduler/Shift Designer Job Number: 48658

Please submit application [here](#)

At the City of Edmonton - City Operations, we strive to help our people achieve their professional and personal goals through an inclusive environment that values everyone's contributions, appreciates diversity of thought, fosters growth and provides continuous opportunities for development.

If you are self-motivated, a quick learner and like to make a difference in the lives of others; consider joining our team as a Transit Scheduler / Shift Designer! This is an excellent opportunity for you to contribute as a valued team member and enhance your leadership skills while supporting Edmonton Transit Service (ETS).

With a focus on the City of Edmonton's Cultural Commitments to Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Design schedules for all transit routes and services provided by ETS using HASTUS software
- Assign Operators in accordance with contractual requirements
- Administer all major sign-ups and vacation sign-up
- Maintain sign-up and make on-going schedule shift changes as a result of schedule adjustments, school closures and special events
- Prepare and maintain Operator running boards for each service level
- Assemble and distribute Operator running boards and accompanying documents
- Conduct route testing for new routes, route modifications or routes with travel time problems
- Monitor bus routes by analyzing schedule adherence data
- Prepare shift analysis, statistical reports and other related written correspondences relating to each of the five sign-ups
- Respond to inquiries from both city council and the general public regarding schedule related issues
- Answer inquiries from within transit, including Operators, regarding schedule issues and shift details
- Meet with union representatives to review and discuss shift sign-ups
- Attend meetings regarding Operators Focus Group, POCC, ATU 569 and community conferences
- Research, explore, and investigate the features and capabilities of HASTUS software
- Perform related duties as required

Qualifications:

- Completion of the 12th school grade or an equivalent combination of training and experience
- A minimum of 5 years of direct transit operational experience preferably in more than one area (not limited to ETS). Experience from two or more areas including Operator, Inspector, Dispatcher, Scheduler, or Training Instructor is preferred
- Knowledge of the ATU 569 Collective Agreement relating to shifts and sign-ups
- Considerable knowledge of the policies, procedures, and standards for creating quality service schedules
- Knowledge of shift composition and operator working conditions and circumstances which would affect a shift or schedule
- Knowledge of transit routes and factors impacting their efficiency
- Ability to plan and schedule a heavy workload within strict and often tight timelines
- Ability to work independently, with minimal supervision
- Ability to analyze schedules and shifts, determine the source of problems, recommend potential solutions and prepare information packages and summary reports
- Excellent written and verbal communication skills
- Strong computer skills and proficiency in various software packages including Microsoft Office Suite & Google Applications with the ability to learn new software quickly
- Strong team skills along with a commitment to continually improve and participate professionally in discussion and decisions
- Valid Alberta Class 2 driver's licence with Air Brake Endorsement (or provincial equivalent). Obtaining and maintaining a City Driver's permit is a requirement of this position
- Demonstrate alignment with the Cultural Commitments of Safe, Helpful, Accountable, Integrated and Excellent, fostering an environment for others to do the same. For more information on the City's Cultural Commitments, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Demonstrate the foundational competencies, key behaviours and attributes of the City's six leadership competencies: Courage, Inclusivity, Values-Based Influencer, Collaborative Networker, Systems Thinker and Creative Innovator. For more information on the City's leadership competencies, please visit [edmonton.ca/our-culture](https://www.edmonton.ca/our-culture)
- Applicants may be tested

Assets:

- Experience working with HASTUS and ETDS software
- Knowledge of transit scheduling techniques and application
- Membership in various Transit committees

The City of Edmonton is committed to inclusive, respectful and equitable workplaces that represent the communities we serve. We continuously improve our systems, policies and practices to remove barriers and ensure our employees, in all their diversity, can succeed. We value applicants with a diverse range of skills, experiences and competencies, and encourage you to apply. To learn more, see the Art of Inclusion: Our Diversity and Inclusion Framework here: <https://bit.ly/3hd2d95>.

The City of Edmonton strives to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact Employment@edmonton.ca.

Up to 2 permanent full-time positions

Hours of Work: 37.5 hours per week, Monday - Friday

Salary: \$49,322 - \$51,741 (Hourly) \$96,547.820 - \$101,283.010 (Annually)

Talent Acquisition Consultant: SL/SG

Classification Title: Scheduler Shift Designer

Posting Date: Jan 16, 2024

Closing Date: Jan 30, 2024 11:59:00 PM (MST)

Number of Openings (up to): 2 - Permanent Full-time

Union : ATU 569

Department: Edmonton Transit Service

Work Location(s): 15th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4

Visit www.edmonton.ca/careers for information on how to apply