

## Job Title: Senior Transit Scheduler

Req ID: 24573

Vacancy Type: Permanent

Number of Positions: 1

Closing Date: 01/22/2024

### Job Summary

The successful candidate will report to the Supervisor of Transit Scheduling, Service Development, in the Business Development Section, Transit Division of the Transportation and Works Department and be responsible for:

### Duties and Responsibilities

- Developing vehicle schedules, crew schedules and rosters using HASTUS to maximize customer benefit while minimizing operating cost and resources;
- Investigating issues pertaining to bus and/or operator schedules such as connections and on time performance, reported by various sources including but not limited to MiWay customers and operators;
- Performing Running Time and Recovery Time analysis to generate higher degrees of service reliability and better operator working conditions;
- Testing of scheduling functions in HASTUS for application updates is required to ensure their integrity remains intact;
- Using HASTUS to investigate and validate data to ensure desired/consistent results are attained;
- Utilizing innovation to develop unique solutions for various scheduling issues presented;
- Developing and reporting data required by other MiWay Team members to determine forecasted impact on approved budgetary and planning levels, as presented under existing financial and planning models;
- Working collaboratively with Service Development and other MiWay teams to ensure scheduling solutions meet service design proposed within resource restrictions and deadlines;
- A relevant part of this job is to identify enhancements to existing computer applications with a view to achieve maximum systems integration from the scheduling stage all throughout the report, allocation, operational and service delivery levels. This will require a commitment to liaising with other transit and City staff to ensure divisional goals are achieved in the context of the wider corporate approach;
- To achieve success in this position, an in-depth knowledge of all applicable City policies, Employment Standards Act and prevailing Collective Agreement between the City and ATU will be required;
- Carry out other Service Development related duties as may be assigned.

### Skills and Qualifications

- University or College graduate in a Transportation Planning, Engineering, Mathematics, Computer Science, or related discipline with strong mathematical emphasis;
- A minimum of three to five years of experience in Public Transit involving Transit Scheduling, matched by a solid understanding of the relationship between transit board period cycles adhering to collective agreement in a unionized framework;
- Project management experience including quality control, documentation, budget control, and consistency in meeting deadlines;
- Theoretical as well as hands-on experience with scheduling and crewing tasks based on the HASTUS or related scheduling software preferred;
- Analytical skills matched by superior attention to details, the ability to research and synthesize data from observed, modelled and/or planning data/schedules;

- Strong communications skills - written and verbal to be able to communicate effectively with excellent presentation and report-writing skills;
- Excellent interpersonal skills for facilitating relationships among teams with group of experts and professionals;
- Customer service oriented with ability to reach compromises to accommodate diverging priorities of multiple stakeholders;
- Ability to work in a team environment with changing priorities within established deadlines is required as well as be able to work independently under minimal supervision;
- Proficiency in office environment computer applications (Word, Excel, Access and Power Point) with emphasis on database management reporting tools and worksheet-based modelling are a must.

Hourly Rate/Salary: \$ 85,155.00 - \$ 113,541.00

Hours of Work: 35

Work Location: Semenyk Court

Department/Division/Section: T&W/Transportation&Works Dept , T&W/Mississauga Transit , MT  
Business Development

Non-Union/Union: Non Union

A Criminal Record and Judicial Matters Check (Level 2) or Vulnerable Sector Check (Level 3) will be required of the successful candidate, at their own expense, to verify the absence of a criminal record for which a pardon has not been granted.

We thank all who apply, however, only those candidates selected for an interview will be contacted. You can also check your application status in your candidate profile online.

All personal information is collected under the authority of the Municipal Act.

### **Equity, Diversity and Inclusion**

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

### **Accommodations**

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please contact us at [recruitment@mississauga.ca](mailto:recruitment@mississauga.ca) with any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.

