

# Job Title: Supervisor, Transit Planning

**Requisition ID:** 2852

**Affiliation:** Exempt

**Position Type:** Permanent Full Time

**Number of Openings:** 1

**Bi-weekly Working Hours:** 70 hours bi-weekly

**Shift/Work Schedule:** Monday to Friday (subject to change)

**Department/ Branch:** Transportation and Maintenance, Transit Services

**Job Location:** Fort McMurray

**Salary:** Competitive Salary

**COLA:** Bi-Weekly - \$480

**Posted (dd/mm/yyyy):** 02/07/2024

**Closing Date (dd/mm/yyyy):** 31/07/2024

**Posting Type:** Internal and External

## GENERAL DESCRIPTION:

Reporting to the Manager, Transit Services, the Supervisor, Transit Planning is responsible for the oversight of the planning, development, and implementation of the Transit Master Plan while supervising assigned operations and staff within the Transit Services group. Relationship management, effective communication, and staff development are key areas for success in this position. Primary responsibilities of this position include:

**Employee Development:** Performs supervisory tasks for assigned team members. Works with team to plan and balance workload, coordinating and overseeing operator scheduling and shift selection process. Recruits, mentors, coaches, and provides support to staff. Empowers and develops staff by way of regular feedback, providing development opportunities and technical direction, as well as delegation of responsibilities.

**Research and Implementation:** Leads continuous research, development, improvement, and implementation of effective departmental strategies, tools, and guidelines based on the Municipality's and industry best practices. Analyzes the effectiveness of departmental programs and makes suggestions for further improvement, performing research and review of statistics and data management, including ridership trends, route performance and other related metrics. Provides input to department business plans, initiatives, and budget to ensure continuous achievement of department goals. Conducts technical reviews and understands impacts of planning and/or scheduling decisions on other work groups, and the transit ridership.

**Departmental Guidance:** Leads planning and development of service improvements through studies and investigations on service matters. Participates in risk management for transit operations, including incidents, collision, claims for personal injuries and property damage. Oversees investigations and ensuring adequate collection and analysis of all incident and collision-related statistics. Prepares reports and works with department to identify and implement corrective and preventative measures. Develops Standard Operating Procedures and policies related to department initiatives. Supervises dispatch operations ensuring provisions of collective agreement are adhered to, fostering positive labour relations and a safe working environment.

## SKILLS REQUIREMENTS:

Candidates need to show evidence of the following:

- Knowledge of concepts and industry best practices related to transit planning, scheduling and operations normally acquired through education or relevant work experience, plus transit specific training in scheduling, run cutting and rostering.
- Familiarity with a variety of transit technologies used in transit environments including CAD/AVL, APCs, MDTs, scheduling and run cutting software, ArcGIS, and other modeling tools.
- Ability to empower people, and use innovative approaches in situations involving rapid change, shifting priorities, and/or simultaneous demands.
- Excellent organizational, interpersonal, analytical, and communication skills both verbal and written, as well as a demonstrated ability to assess situations from a business perspective.
- Excellent project management and facilitation skills that foster a collaborative team approach.
- Experience in collision and claims investigation, and claims management.
- Knowledge of safety precautions, methods, and techniques employed in the transit industry.
- Knowledge of the transit system, transit equipment, processes, collective agreement, and operational policies and procedures.
- Sound, practical judgment using independent decision making.
- Promotes a safe work environment and leadership in effective labour relations.
- Ability to work with and understand spreadsheets and budget controls as well as SAP, and prepare clear, concise reports and recommendations.

#### **EDUCATION REQUIREMENTS:**

- Diploma or degree in civil engineering, transportation engineering, urban or regional planning, business administration or other related field.
- Canadian Urban Transit Association (CUTA) training is considered an asset.
- A valid Class Two (2) driver's licence and Q Endorsement (Air Brakes) is considered an asset.
- An equivalent combination of education and work experience may be considered.

#### **WORK EXPERIENCE REQUIREMENTS:**

- Five (5) years of related experience which may include a combination of transit planning, transit operations experience, scheduling and run cutting, service development, or operational management with two (2) years of experience in a leadership/supervisory capacity.
- Experience working in a public sector environment with unionized and non-unionized employees considered an asset.

#### **OTHER REQUIREMENTS:**

- Submission of a Criminal Record Check.
- A valid Class Five (5) Alberta Operator's License is preferred as incumbent may be required to operate a personal or municipal vehicle for business use.

#### **SAFETY:**

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible and accountable for knowing and working in accordance with the Health and Safety Directive. As per Section 2 of the Occupational Health and Safety Act, the incumbent shall ensure, while in the employ of the Regional Municipality of Wood Buffalo, the health and safety of employees, contractors, and the public.

This position is employed in a supervisory capacity. As such, the employee is required to obtain additional safety training in accordance with municipal procedures and directives.

**To apply: Please visit our website at [jobs.rmwb.ca](http://jobs.rmwb.ca)  
Current employees must apply through the internal careers site.  
We appreciate the interest of all applicants; however, only those individuals  
selected for interviews will be contacted. Late applications will not be accepted.**