

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Coordinator, Scheduling Transit

**DEPARTMENT:** Transit

**POSTING NUMBER:** 106409

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35 hour workweek

**LOCATION:** Hybrid Model\*– when working onsite, you will report to the location of Transit Clark.

**SALARY GRADE:** 5

**HIRING SALARY RANGE:** \$86,091.00 - \$96,853.00 per annum

**MAXIMUM OF SALARY RANGE:** \$107,614.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** October 25, 2024

**CLOSING DATE:** November 5, 2024

## AREA OF RESPONSIBILITY:

Reporting to the Supervisor, Scheduling Transit, this position utilizes advanced scheduling software to create transit service schedules that meet the service levels set out for the system, ensuring that equipment and people resources are utilized in an effective manner and in accordance with the provisions set out in the Collective Bargaining Agreement for Transit Operators, Transit's Service Guidelines, and other related policy documents. Provides direction to co-op students, as assigned.

- Utilize Transit Scheduling software to design schedules based on passenger travel patterns and peak demands
- Schedule running times to maximize connectivity within the system, and with other systems, to minimize passenger travel and wait times.
- Utilize data visualization tools to perform runtime analysis and recommend and implement required changes to improve efficiencies of schedules, runs and crews, and maintain on-time performance.
- Implement new routes, runs, crews and timetables for Transit Operations and other staff.
- Prepare various management reports and driver crew guides.
- Communicate with the Union Executive and ensures that the stringent requirements outlined in the collective agreement, city standards and the Employment Standards Act are complied with. Ensures that an optimal balance between contract compliance, on-street operability and cost is maintained.
- Make recommendations to improve efficiencies of schedules, runs and crews.
- Ensure that special events and road reconstruction projects are coordinated with transit operations.
- Coordinate multiple crew sign-ups per year, including posting crews, monitoring bid process, and preparing and distributing related management reports, statistics, and driver crew guides.
- Assist in the preparation of the annual service budget.

- Perform detailed cost modeling for the enhancement or curtailment of services.
- Coordinate technical and professional responses to our external enquiries, including investigating and responding to public complaints and suggestions.
- Assists with various passenger and operator surveys to measure transit service levels; conducts detailed analyzes of data collected and prepares summaries.
- Represent Brampton Transit's interests as a member of various committees as required.
- Undertake testing and implementation tasks for scheduling related elements for the Automatic Vehicle Location, SmartBus, Real Time Passenger Information Systems, and other scheduling software, data analysis and data visualization tools.
- Other related duties as assigned.

## **SELECTION CRITERIA:**

### **EDUCATION:**

- Post secondary Degree or Diploma in Transportation Planning or equivalent.

### **EXPERIENCE:**

- Extensive experience in transit scheduling software an asset.

### **REQUIRED EXPERIENCE:**

- 3-5 years experience in a similar position within the transit industry.

### **OTHER SKILLS AND ASSETS:**

- Highly developed computer skills including database management, reporting tools and spreadsheet modeling.
- Excellent research, analytical and problem-solving skills.
- Ability to ensure accuracy of work.
- Able to exercise creativity in utilizing abstract concepts.
- Able to work independently and as part of a team.

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Interview:** Our recruitment process may be completed with video conference technology.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online by clicking the button above quoting **reference #106409 by November 5, 2024** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.*