**Job Details**  
Permanent Full Time (CUPE 1329)

**Posting Status**  
Open to all current Town of Oakville employees and external applicants.

**Closing Date**  
Applications for this position must be received at [oakville.ca](https://www.oakville.ca/townhall/employment.html) by no later than 11:59pm on **March 26, 2025.**

**We offer:**

* A hybrid work schedule – Please note the position will be in office for the first 6 months, but a hybrid work model may be available following the training period.
* A defined benefit pension plan (OMERS)
* Comprehensive health plan complemented with life and disability insurance
* A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

**Job Responsibilities:**

Reporting to the Manager of Planning & Administrative Services, the Operations Planner is responsible for all operational aspects of service planning within the Planning Team at Oakville Transit.  The position acts as a liaison between the Planning and Operations teams focused on the following responsibilities: ongoing review, monitoring of bus schedules and all on street planning related matters, investigating scheduling issues, resolution and enhancements to schedules with adherence to budget, bus stop and shelter placement, concrete landing pads and other customer amenities, special event and detour planning. The position also acts as a backup to the Transit Scheduler in addition to the following:

* Monitors, confirms, validates and analyze on-street and schedule adherence issues to improve public transit services.
* Acts as the conduit between the Operations team and Planning team on all service-related matters.
* Works with the Transit Planner to identify and define schedule and route changes for the scheduler.
* Responsible to coordinate and implement all detour planning because of road closures, construction or special events based on operational requirements and customer safety. Includes preparation and posting of public facing notice.
* Responsible for all special event planning pertaining to shuttle bus services (in coordination with the Town’s special events coordinator) or charters.
* Coordinates fleet and staffing requirements and communication.
* Provides input to bus stop and shelter planning/auditing monitors and assists with planning of transit stop infrastructure.
* Acts as back up to the Transit Scheduler to perform all computerized route scheduling activities.
* Assists with customer outreach activities alongside the Transit Planner.
* Performs other duties and special projects as assigned.

**Qualifications:**

* Completion of a three-year degree or diploma in Transit, Geography, Transportation Planning and/or Transportation Engineering.
* A minimum of 3 years' experience in a related field.
* Experience in a public transit or transportation planning environment.
* Excellent reading, written and verbal communication skills.
* Strong interpersonal skills, ability to apply tact and diplomacy
* Computer literacy in Microsoft Office applications including Word, Excel, PowerPoint.
* Strong skills relating to statistical analysis.
* Ability to interpret engineering, architectural and/or survey plans.
* Knowledge of service standards for public transit, transit scheduling fundamentals, transit system planning.
* Ability to adhere to strict deadlines with excellent time management and prioritization skills and a strong attention to detail.
* Excellent problem-solving skills with the ability to provide creative and innovative recommendations for transit routes and service delivery.
* Knowledge of transit scheduling and ITS related software as well as GIS (Geographic Information System) would be considered an asset.
* A copy of a valid and unrestricted Ontario Driver's Licence Class G minimum with a driving record that demonstrates responsible and safe driving behaviour must be provided. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test as a condition of employment.

**DATED:** March 12, 2025

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified.  The minimum threshold score for the interview is 75%.

**We thank all applicants and advise that only those selected for an interview will be contacted.**