



TRANSIT ANALYST

The City of Belleville, known as the 'Friendly City', is located at the mouth of the Moira River where it meets the picturesque Bay of Quinte. Experience world-class fishing, boating, cycling, and walking along approximately 14 kilometers of waterfront trails. Situated between Toronto and Montreal, and less than one hour from the U.S. border, the City truly is at the center of it all.

Approximately 56,000 people make Belleville their home and over 220,000 live within 30 minutes of the City. We are in close proximity to Prince Edward County where you can discover award winning wineries and numerous beaches including Sandbanks Provincial Park. We are home to Loyalist College of Applied Arts and Technology as well as Albert College, Canada's oldest co-ed boarding independent private school. The historic downtown core provides numerous restaurants, shopping and live music and theater venues for an amazing cultural experience. Our inviting blend of small town warmth and big city amenities, quality of life and affordable housing make Belleville the perfect place to live, work and play. More information is available at www.belleville.ca

Currently, the City of Belleville has an exciting opportunity for a highly motivated, strategic, and dynamic individual to join our Transportation and Operations Services Department as a Transit Analyst.

Position Type: Permanent Full Time

Number of Positions: One (1)

Department: Transportation and Operations Services Department

File Number: SV25-26

Location: 400 Coleman Street, Belleville, ON

Hours: 35 hours per week; Monday to Friday, 8:30am to 4:30pm

Employee Group: Union - CUPE

Salary: Jurisdiction A Grade 7 \$33.70 - \$38.74 per hour

Closing Date: March 27, 2025 at 4:30 PM

PURPOSE AND SCOPE:

Reporting to the Manager of Transit Services, the Transit Analyst is responsible for identifying opportunities for business improvement and leveraging technology to enhance transit operations. This role manages all transit technology solutions, including procurement, implementation, and ongoing system management, ensuring optimal functionality and security. Additionally, the Transit Analyst plays a key role in data analysis, project management, and financial reporting to drive operational efficiencies.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Manage and maintain all transit technology systems, including HASTUS scheduling software, CONSAT GPS/AVL, SEON camera system, GARIVAL farebox, TRANSIT app, and RIDE-CO system. Oversee vendor contract management, service agreements, and system security to support modernization efforts.
- Analyze and document functional specifications, business and system requirements, and industry best practices to identify gaps and recommend improvements.
- Plan, monitor, and execute major transit technology projects using project management methodologies, ensuring stakeholder engagement and effective resource management.
- Compile data for external agency surveys, including CUTA, OPTA, and Statistics Canada.

- Prepare financial reports that highlight performance trends, cost savings, and operational efficiencies for Transit Management review.
- Provide operational support to Dispatchers.
- Provide coverage for Dispatch, including weekly driver shift scheduling, covering open shifts, and booking Mobility client rides.
- Monitor emerging industry trends related to transit technology solutions and recommend relevant advancements.
- Act as the primary liaison for Transit Asset Management functions
- Perform other related duties as assigned.

Note: the above duties and responsibilities are not to be construed as all-inclusive.

EDUCATION/TRAINING/SPECIALIZED SKILLS:

Minimum Qualifications:

- Completion of a two (2) or three (3) year Community College Diploma in Business, Computer Science, Civil/Transportation Engineering or related field.
- Class G driver's license with clean driver's abstract.

Preferred Qualifications:

- Knowledge of traffic data collection, processing, and projection techniques.

WORK EXPERIENCE:

Minimum Qualifications:

- Minimum of three (3) years of relevant experience in a systems development environment, including project management experience leading complex technology projects.
- Proficiency in Microsoft Office, including advanced spreadsheet and PowerPoint skills.
- Excellent public relations and communication skills.

Preferred Qualifications:

- Experience in a Transit or Transportation environment.
- Experience with databases and/or software programming.
- Strong interpersonal and customer service skills.
- Ability to work independently and collaboratively as part of a team.

Note: a combination of relevant work experience and education may be considered.

WHAT'S IN IT FOR YOU:

- Competitive market salary
- Competitive employer-paid extended health benefits
- OMERS Pension Plan
- Live, work, and play in the beautiful city of Belleville and experience all that it has to offer.

HOW TO APPLY:

www.belleville.ca/careers

We thank all applicants who apply but advise that only those selected for an interview will be contacted.

Please be advised that the City of Belleville uses email to communicate with their applicants for open job postings. It is the applicant's responsibility to include an updated email address that is checked frequently and accepts emails from unknown users. As we send time-sensitive correspondence regarding recruitments via email, 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 posting.

Applicants will be required to provide at their own expense a satisfactory criminal reference check dated within the past six (6) months and if deemed a requirement of the position, a driver's abstract to the Human Resources Department on or before the date of the interview but no later than the commencement of employment if selected.

The City of Belleville is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.

Personal information and any supporting material will be administered in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).