**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 11:59 pm on **April 7, 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

**NOTE:**Less qualified applicants may be considered on an underfill basis as a Trainee. Candidates with less than 3 years of experience are encouraged to apply to be considered for a Trainee opportunity. A Trainee is compensated at the CUPE 1329 Pay Grade 8, Salary of $67,241 - $82,022 (February 2025 rates). With support and training, it is expected the Trainee would become fully qualified within 24 months. Once fully qualified, the rate of pay is adjusted to Pay Grade 9.

**Job Responsibilities:**

Reporting to the Manager of Planning & Administrative Services, the Transit Planner is responsible creating the Annual Service Plan and all associated initiatives, for designing and monitoring the performance of transit routes, forecasting transit demand, and providing transit-related input to development applications and infrastructure projects. They will conduct research and analysis of field investigations and demographic studies to develop service proposals. Working collaboratively with the Operations Planner and the Transit Scheduler to address service enhancements and changes, and closely with the Transit Analyst to plan and cost future service improvements. The Transit Planner will also have the following responsibilities:

* Designs transit routes and monitors performance of new routes and route extensions, optimizing convenience, connectivity and overall delivery of transit service.
* Coordinates route changes and interim service delivery with other team members, often with tight timelines.
* Gathers, reviews and analyzes data to support data reporting and forecasting and to make recommendations for route improvements.
* Participates and assists in developing short- and long-term transit plans, recommends innovative service strategies, reviews plans and proposals submitted by other governmental and private planning organizations and assists with budget planning.
* Reviews development applications (OPA, Secondary Plans, subdivision and site plan applications) to ensure transit supportive land use development, preparing detailed comments.
* Provides input and assists with planning of transit stop and terminal infrastructure and maintaining the asset databases.
* Assist to prepare and post public and internal notifications for transit service changes including website, social media, map and schedule brochure updates, often with short notice due to unplanned emergencies or detours.
* Collaborates with other team members to monitor and assess system performance and conducts research and analysis of various items including field investigations, ridership and ITS data, demographic studies, etc.
* Participates in public information meetings, assists with public outreach campaigns and assists with customer complaints related to planning inquiries.
* Acts as a liaison for the department with other transit systems in the Greater Toronto and Hamilton Area, advises other departments on transit initiative and consults with other team members in preparation of annual/strategic plans.
* Assists in creation and ongoing development of a Travel Training Program.
* Participates in Business Development opportunities and community outreach, including survey development and implementation.
* Performs other duties and special projects as assigned.

**Qualifications**

* Completion of a three year degree or diploma in Urban Planning, 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 to deal effectively with members of the public, Council and representatives of other transit systems, external groups and organizations and to represent the interests of Oakville Transit.
* Computer literacy in Microsoft Office applications including Word, Excel, PowerPoint.
* Strong mathematical skills relating to statistical analysis.
* Ability to interpret engineering, architectural and/or survey plans.
* Knowledge of service standards for public transit, transit scheduling fundamentals and land use planning and environmental assessment process.
* 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.
* An Ontario designation in one of the following areas would be considered an asset: Professional Planning, engineering, or related field.
* 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 17, 2025

*This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of 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 each of the testing and interview components of the recruitment process is 75%.*

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