

## Job Title: Planning Supervisor

# Position: Planning Supervisor

Division: Transportation and Construction

Department: Saskatoon Transit

Term: 1 Permanent Full Time position available.

Closing Date: 12/02/2025

Labour Group: SCMMA

Posting: 4742

### Job Summary

Reporting to the Planning Manager, and supervising a team of Transit Schedulers, this position is responsible for a wide range of transit route planning and scheduling activities for both short- and long-term planning horizons to ensure efficient delivery of public transit services.

### Duties & Responsibilities

- Directly supervises scheduling staff, including performing leadership and administrative tasks related to performance monitoring and evaluation, career development, facilitating skills training and development, and any coaching or disciplinary action as necessary.
- Leads the planning, designing, testing, and implementation of new transit routes and related services.
- Responsible for supervising, reviewing, evaluating, and/or optimizing route plans and schedules prepared by scheduling staff. Is familiar with and regularly uses a variety of software related to planning and scheduling to do these tasks.
- Provides clear direction and expectations to scheduling staff in defining project scopes, goals, and tasks. Assists in completing the above tasks as necessary.
- Collaborates with other staff to develop, monitor, and update transit network design in both short- and long-term horizons.
- Provides operational input to the planning and design of any transit capital projects, including new facilities, terminals, stations, or dedicated transit street infrastructure.
- Ensures service plans align to budgets, available resources, agency priorities, best practices, collective bargaining agreements, service standards, and customer needs.
- Leads the preparation and implementation of sign-ups for new schedules, as well as any mid-sign-up evolutions or adjustments.
- Uses scheduling software to develop vehicle and crew schedules (i.e., run cutting), including developing, evaluating, and recommending a preferred scenario. Ensures that all resulting schedules and work shifts are in accordance with statutory regulations and collective bargaining agreements.
- Supports Information Technology staff and works with external vendors when necessary to resolve integrity errors or other technology systems maintenance related to transit planning and scheduling software. This may include supporting processes to review, upgrade, or procure systems or technology related to transit planning and scheduling.
- Attends meetings with other transit staff (including operators), city staff, and members of the public to get information or feedback necessary to plan and provide efficient transit service. This includes public consultations, community meetings, committees, or City Council, as required.
- Reviews, analyzes, and responds to inquiries from the public or other employees regarding bus routes, schedules, bus stops, bus stop amenities, and other matters related to planning and scheduling in a timely manner.
- Supports the preparation of reports to Committees, City Council, or similar governmental, regulatory, or industry bodies, as required.
- Attend meetings with other city staff or external stakeholders to ensure operational requirements and best practices for efficient transit service are reflected in plans for new communities or municipal infrastructure.
- Performs other related duties as assigned.

### Qualifications

- Degree in related discipline, preferably with a specialization in transportation planning.
- Four to six years' experience, in transit planning with two years' supervisory experience.
- Possession of a valid Class 5 Saskatchewan Driver's License.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Demonstrated knowledge of best practices and design principles related to transit service planning. In addition, the demonstrated ability to:
  - Design efficient and effective route schedules.
  - Access, understand, analyze, and manipulate complex quantitative and spatial data using critical thinking and problem-solving skills.
  - Lead and develop teams with varying degrees of experience and tenure, including the ability to effectively monitor and evaluate their work on individual projects and as team.
  - Manage time effectively, including prioritizing and completing tasks, with minimal supervision.
  - Establish and maintain productive and respectful interpersonal relationships with other transit employees, civic departments, business partners, and the public.
  - Communicate effectively and professionally both orally and in writing.

### Additional Requirements

**Work Hours**

May require occasional irregular work hours or periods to ensure operational requirements are met.

**Weekly Hours:** 36.67

**Salary Range:** \$80,150.88 to \$93,935.04 CAD **per annum** (2023 rates)

**Diversity, Equity and Inclusion**

The City of Saskatoon offers an inclusive workplace that embraces diverse backgrounds. As an equity partner with the Saskatchewan Human Rights Commission (SHRC), the City commits to diversity, equity and inclusion in our workplaces. By having our workforce reflect the community we serve, we support the realization of miyo-pimatisiwin, (me-o-pi-ma-ti-si-win) "the good life", for all residents. To learn more about Diversity, Equity and Inclusion at the City, please visit [Saskatoon.ca/diversity](https://saskatoon.ca/diversity).

**Accommodation**

The City of Saskatoon strives to provide an accessible and inclusive workplace for all, including throughout the application and selection process through reasonable access and accommodations. Should you require accommodation through any stage of the recruitment process, please email [talentacquisition@saskatoon.ca](mailto:talentacquisition@saskatoon.ca). While we appreciate all applications we receive, only candidates under consideration will be contacted. Our Recruitment Process: Application > Posting Closes > Resume Review > Pre-screen/Interview > Offer > Pre-Employment Conditions > Welcome to the City