

Transit Operations Coordinator

Employment Type: Permanent Full-Time

Competition #: 25/177

Compensation: \$74,544 - \$91,747 per year

Closing date: January 4, 2026 10:00 PM (MST)

Work Location: 235 Carnegie Drive, St. Albert (Liggett Place)

About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

Job Details

The City of St. Albert is recruiting an individual to join our Transit team as a Transit Operations Coordinator.

Reporting to the Supervisor, Transit Operations, this position will be responsible for the day-to-day transit operation duties, service scheduling and monitoring, and implementation of transit technologies. The position coordinates the applications of new processes in the day-to-day transit operations to ensure delivery of safe, reliable, and efficient scheduled services to customers.

Responsibilities

- Communicates and implements transit detours and temporary routing for conventional transit due to emergencies, road construction, and community events.
- Develops and maintains transit schedules, supports real-time service monitoring, and coordinates service planning for short-term detours.
- Investigates and resolves complaints from the public about operational policies and practices in transit service.
- Designs processes, surveys, and studies to collect and store accurate data that is relevant, statistically valid, and reliable (i.e. Transit Accidents & Incidents)
- Analyzes current and future data to assess transit performance and utilization, recommending improvements or alternative service delivery options.
- Collaborate with internal departments, service providers, external agencies, and technology vendors to resolve issues and implement solutions.
- Assists in the implementation and management of transit technologies and tools (e.g., scheduling software, customer information systems).
- Supports infrastructure planning for transit stops, shelters, and signage, and contributes to route optimization and service design.

Qualifications

- A Bachelor's Degree in Engineering, Planning, Computer Science or related field and a minimum of two years of related experience, or a 2-year Diploma in a related field and a minimum of four years of related experience.
- Thorough working knowledge of the Microsoft Office Suite with strong emphasis on Microsoft Excel.
- Experience in Hastus scheduling software, GTFS databases, mapping programs (i.e. ArcGIS), GIS/AVL, and Intelligent Transportation Systems is highly desired.

Equivalent combinations of experience and education may be considered.

Hours of Work

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

Compensation

- The salary ranges from \$74,544 - \$ 91,747 per annum, including a comprehensive benefits package with a Flexible Spending Account and Pension Plan.
- **Learn more about our benefits here:** [Employee Benefits Booklet](#)
- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

Why You Should Work With Us

- You will receive a Flexible Spending Account limit at the beginning of each calendar year (permanent full time \$350)
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.

Conditions of Employment

- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to obtain a satisfactory police information check.
- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.
- A valid Alberta Class 5 Driver's Licence and access to a personal vehicle for business use are required.

Application Information

- If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site stalbert.ca/employment.

We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.

The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.