

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

(TRANSIT DIVISION – LOCATION – MOUNTAIN TRANSIT CENTRE, 2200 UPPER JAMES ST.)

TRANSIT TECHNOLOGIST III – TRANSIT STRATEGY AND PLANNING

SUMMARY OF DUTIES

Under the general supervision of the Senior Project Manager – Transit Strategy and Planning, undertakes transit planning related duties to provide planning of existing and future transit service and routes.

GENERAL DUTIES

Assists the Project Manager - Transit Strategy and Planning with review of Planning applications and land use consultation requests, investigate when required and provide draft written comments that maintain and improve the relationship between land use and conventional transit service.

Assists in maintaining and administering manual transit counts and a manual count database, including data related to non-conventional transit services (i.e. TransCab).

Assists in the planning and delivery of conventional transit routes, through preparation of the Annual Service Review and the draft Annual Service Plan.

Assists in the implementation of route detours due to temporary transit service interruptions related to construction and special events, attending meetings and liaising with other City of Hamilton Departments as well as external stakeholders. Prepare detour options along with Operations staff, and issue Operator Notices and pole cards to be posted at transit stops.

Assists in the co-ordination of Transit staff meetings involving Transit Planning, Operations, and Customer Experience and Innovation staff, reviewing customer and operational impacts related to construction, special events, and regular service.

Assists with related surveys, passenger counts and data collection, using manual and automated platforms.

Perform other such duties from time to time, as may be assigned by the immediate Supervisor, which are directly related to the normal job function.

QUALIFICATIONS

1. Recognized Technologist diploma in Transportation Engineering Technology from a recognized Community College program, together with experience on computerized data collection, field investigation and preparation of work orders.
2. Able to communicate effectively in writing and verbally with peers, the public and supervisors.
3. Ability and willingness to accept responsibility under minimal supervision.
4. Proven ability to apply co-op work term experience.
5. Experience working with Microsoft Office software including Word, Excel and Outlook, including experience with word processing, data entry and manipulation of spreadsheets.
6. Must possess and maintain a Class "G" Drivers Licence valid in the Province of Ontario and a driving record found to be satisfactory by the City of Hamilton.

NOTE:

The successful applicant may be required to have a medical to be determined fit to perform the essential duties of the job. This is a condition of employment.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.