

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

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

TRANSIT CHECKER/TECHNOLOGIST (ATU 107)

SUMMARY OF DUTIES

Under the general supervision of the Senior Project Manager - Planning, undertakes transit planning related duties to provide transit information (i.e. transit checking, passenger counting, surveys).

GENERAL DUTIES

Assist with updates to the transit check sampling plan.

Assist with the summarization of completed transit checks and the preparation of accompanying reports that are used to analyse bus route elements (running times, service standards, passenger activity/demographics) that are evaluated for incorporation into annual transit service plans.

Assist with on-going updates/maintenance of the transit check field sheet inventory.

Assist with the planning and implementation of route detours and temporary transit service interruptions due to construction, special events, parades and festivals, by investigating requests, attending site meetings, preparing detour options and issuing Operator notices.

Assist Transit Technologist III with administration and planning for existing bus stops and route ends-of-line, including relevant amenity features and operational requirements.

Assist Senior Project Managers responsible for planning, scheduling, runcutting, & dB management, as required.

Perform such other 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 Planning, or currently enrolled in a recognized Transportation Planning program, together with proven experience, with an emphasis on computerized data collection and analysis techniques associated with at least one of the following transit planning & scheduling activities (i.e. automatic passenger counting, route schedule preparation, runcutting, Board sign-ups).
2. Proven ability to apply what has been learned thru co-op workterm experience.
3. Experience in a Microsoft Office (i.e. Word, Excel, and Outlook) environment with word processing, data entry and manipulation of spreadsheets.
4. Able to communicate effectively in writing and verbally with peers, the public and supervisors.
5. Must be available for day, night and weekend duty and split shifts.
6. Above average ability and willingness to accept responsibilities under minimal supervision.
7. Must possess and maintain a Class "G" Driver's Licence valid in the Province of Ontario and a point-free driving record and/or record found to be satisfactory to the City of Hamilton.