

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT**(TRANST DIVISION – TRANSIT PLANNING AND INFRASTRUCTURE SECTION – LOCATION – 2200 UPPER JAMES STREET)****PROJECT MANAGER, TRANSIT SCHEDULING DATA ANALYST****SUMMARY OF DUTIES**

Reporting to the Senior Project Manager, Transit Planning, the Project Manager will be responsible for day to day activities associated with service schedule performance analysis based on approved service plans ensuring all scheduling requirements of applicable collective agreements are met, while maximizing efficiency and minimizing costs.

GENERAL DUTIES

Utilizing transit scheduling software assumes primary responsibility for service schedule performance analysis, including assessment of system wide route schedules, by reviewing and interpreting data related to schedule adherence, runtimes and customer demand from a variety of sources (i.e. AVL, operations staff, APC).

Participates in the detailed design of current and proposed service schedules for the efficient and effective implementation of approved service plans. This will include implementation of various types of service schedules inclusive of regular, school, and special event services.

Makes recommendations and provides business case analysis for improvements to efficiencies of schedules based on historical operating data to align with current and future needs.

Participates in the detailed design and recommendation of future alternative service schedules to maximize efficiency and effectiveness of the transit network. This will include design, modelling, and costing analysis of various service schedule design alternatives. Primary responsibility will include the creation and modelling of various levels and components of transit schedule and spatial data both in test and live network environments.

Assumes primary responsibility for quarterly schedule data integrity validation ensuring effective transition of information required for Board signup applications and processes.

Assists the Senior Project Manager, Scheduling for schedule data creation, testing and exporting required for various downstream divisional application systems (i.e. Trapeze OPS, INFO), and act as primary subject matter expert to Information System staff for other downstream data integration.

Evaluates and identifies changing trends within the Transit Industry, making recommendations for utilization of alternative technologies and business scheduling practices to align with future needs.

Assists the Project Manager, Run Cutting, with supporting and testing of alternative run cutting scenarios during quarterly board period preparations.

Participates and provides input into annual service reviews and service plan development, including input, for the annual operating and capital budgets.

Acts in a mentoring role and facilitates on the job training for the Transit Technologist III working with the Transit Scheduling team.

Liaises with Operations employees and staff, ATU 107 Executive members, and other stakeholders (i.e. School

Boards, other transit operators) regarding service planning and problem resolution.

Responsible for written Notices to operators, union representatives, and supervisory staff related to service schedule changes for approval by the Senior Project Manager or Manager.

Responsible for providing written correspondence to customers related to scheduling complaints and suggestions for approval by the Senior Project Managers or Manager.

Provide confidential input to Council reports, collective bargaining and personnel issues, as required by the Senior Project Managers or Manager.

Performs other duties as assigned which are directly related to the responsibilities of the position.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

QUALIFICATIONS

1. Demonstrated competence in transportation/transit planning, with emphasis on scheduling and run-cutting normally acquired by attaining a post-secondary degree or diploma in engineering, urban planning or transportation planning or any combination of education, training and experience deemed equivalent.
2. Eligible for registration as a Professional Engineer in the Province of Ontario Registered, member of the Canadian Institute of Planners or with OACETT as a C.E.T. (Certified Engineering Technologist) preferred.
3. Previous applied experience related to transit scheduling and run-cutting, data modelling and technical analysis, including the utilization of a computerized scheduling system (TRAPEZE preferred) and knowledge of transit operations and unionized work environments including collective bargaining agreements.
4. Proven organizational, analytical and problem-solving skills and the ability to work with very tight deadlines and competing priorities.
5. Experience in organizing, presenting, facilitating and negotiating with diverse stakeholders and user groups and ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the public.
6. Must possess intermediate to advanced computer skills including thorough knowledge of the current suite of Microsoft productivity tools, including PowerPoint, Excel and Word. Microsoft Project, Microsoft ACCESS (database management) and web-based applications an asset.
7. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
8. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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