

Career Opportunity



Position: Transit Planner (Permanent)

Closing Date: July 6, 2018

About Us At the City of Kamloops, we are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates the employees who make it all happen. We offer many advantages including ongoing training and professional development opportunities, coupled with exceptional benefits, all in the beautiful natural setting of the BC Interior.

Kamloops is Canada's Tournament Capital, a family and business-friendly community committed to providing great customer service, enhancing community partnerships, and supporting economic growth. Our 700 employees provide customer services and programs to a local and regional population of 125,000 people. Kamloops provides abundant recreational possibilities for residents and visitors alike, as well as education and culture opportunities and activities.

Title Transit Planner (Permanent)

Pay Class Salary

Days of Work Monday to Friday

Hours of Work 8:00 a.m. - 4:00 p.m. (Summer)
8:30 a.m. - 4:30 p.m. (Winter)

Position Overview The Transit Planner performs skilled transit operating and planning work of a complex nature under the limited supervision of the Traffic and Transportation Engineer. The incumbent assists with transit planning and coordinating public and custom transit operations, programs and projects. The work involves receiving and investigating inquiries and complaints relating to transit matters, coordinating marketing programs, transit product distribution, transit infrastructure maintenance and design, and coordinate/execute contingency plans for transit service disruptions. The Transit Planner liaises with BC Transit and the transit operating company to coordinate departmental and City transit objectives. The job involves inside and occasional outside work and good working conditions, with occasional pressures of volumes of work and tight deadlines as a recognized part of the job. Work is reviewed but errors are not easily identified. The incumbent must exercise considerable courtesy, tact, diplomacy, and persuasion in a diversity of internal and external contacts that are frequently of a difficult, specialized, and sensitive nature.

- Responsibilities**
1. Assists with the preparation and administration of tenders, requests for proposals, and other contracts and agreements relating to transit.
 2. Responds to a variety of customer inquiries and requests.
 3. Identifies and implements improvements and maintenance of transit exchanges and the transit infrastructure.
 4. Coordinates and administers transit programs (such as ProPass, UPass, Class Rides Free, Ambassador, Heritage Bus, etc.).
 5. Assists in the development of long-term and short-term transit system goals.

6. Markets and promotes all aspects of the Kamloops Transit System in partnership with BC Transit.
7. Reconciles the inventory, ordering, tracking, sales, and delivery of transit fare products in an efficient and timely manner.
8. Assists in establishing service standard performances and guidelines for the Kamloops Transit System.
9. Liaises effectively with City departments and divisions, external agencies and special interest groups on transit matters.
10. Assists in the preparation of Council reports on transit matters, including the transit budget.
11. Ensures that the community's interests, as they relate to transit, are articulated and addressed through formal planning processes such as the Transit Future Plan.
12. Provides technical expertise to internal staff, consultants, and external transit partners.
13. Assists and provides guidance to front counter staff in relation to bus pass sales and the Taxi Saver Voucher Program.
14. Makes presentations and provides advice on transit planning matters to internal City departments, various committee groups, stakeholder groups, and the general public, as required.
15. Maintains an accurate and up-to-date information base, including data on infrastructure records and transit ridership patterns.
16. Performs related duties as required.

Requirements REQUIRED SKILLS, ABILITIES, AND KNOWLEDGE

1. Considerable knowledge of transportation planning and concepts of transit demand.
2. Considerable knowledge of the statutes, bylaws, rules, regulations, and policies governing or applicable to traffic and transit operations.
3. Considerable knowledge of traffic and transportation engineering design and planning principles.
4. Ability to communicate effectively orally and in writing.
5. Ability to deal tactfully and diplomatically with staff and the general public.
6. Ability to design and prepare concise written reports.
7. Ability to assemble and analyze transit related data such as volumes, safety issues, ridership patterns, and present findings to internal and external groups.

REQUIRED EXPERIENCE AND EDUCATION

1. Completion of senior secondary school or its equivalent.

2. Completion of a post-secondary degree in either engineering, business administration, planning, geography, or a related discipline.

3. Minimum two years' experience in a private or public transit planning or operations environment.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes and passes a criminal record check.

Department Development, Engineering and Sustainability

Position Type Permanent full-time

Reports To Traffic and Transportation Engineer

City Kamloops

Province British Columbia [BC]

Country Canada [CA]

Position CUPE Salary

Hourly Wage \$38.30

Closing Date 7/6/2018

Compensation & Comprehensive benefits package available.

Benefits Overview

Please note that persons with disabilities who require accommodation with the application process may contact the Human Resources Department for assistance at (250) 828-3439.

To apply for this position, please visit our website at <http://www.kamloops.ca/hr/index.shtml>