

TRANSIT ASSISTANT SCHEDULE PLANNER

CLASS DESCRIPTION

General Responsibilities

This is responsible technical and administrative support work in design, implementation and monitoring of the City's bus routes and schedules, using a computerized scheduling system. Work includes collecting data about routes, detours, route performance, ridership and other route planning data in order to effectively write and coordinate schedules and cut and roster runs. The work is performed independently under the direction of the Transit Schedule Planner, and may include developmental and long-range planning as well as day-to-day operational duties, analysis, reporting and problem solving.

Examples of Duties and Responsibilities

Under the direction and review of the Transit Schedule Planner, contribute to route and schedule planning for routes and schedules for safety, efficiency, and quality service. Prepare route alternatives. Calculate the hours for schedules and calculate or determine mileage for routes. Prepare and implement school route changes in response to loading changes and redistricting

Evaluate problems such as overcrowding or underutilization and recommend effective processes and changes. Assist supervisors in implementing changes and practices. Accept, evaluate and respond to reports and complaints with regard to overloads and schedule compliance as well as other routine and exceptional matters. Coordinate collection and analysis of passenger and route information. Develop computer reporting systems to collect and analyze data. Conduct research and prepare and present reports.

Proofread maps, schedules, and other materials for accuracy and make or recommend changes.

Ride with operators to evaluate route timing and effectiveness.

Assist in cutting schedules into driver runs assuring that all applicable contract provisions are followed. Design, post, and monitor the general and weekly pick information and the vacation picks. Determine picks by seniority as designated by union contract.

Develop and monitor daily and weekly driver work schedules in compliance with labor contract provisions. Arrange work periods in runs that best utilize existing labor resources. Design, post and supervise general and weekly picks in accordance with contract provisions.

Assign equipment to routes where it can best be used to address ridership loads and existing transit policies. Notify operations and maintenance units of assignments and post the information with the general pick.

Assist the Transit Schedule Planner by proposing and/or performing long-range schedule and route planning activities.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities

Working knowledge of complex computerized transportation scheduling methods, techniques, principles and practices. Knowledge of basic transportation and transit planning techniques and practices. Knowledge of labor relations practices and procedures. Knowledge of transit scheduling, personal computer-based computer programs such as Trapeze and Microsoft Office software. Ability to organize, manipulate and coordinate large amounts of complex data and related information. Ability to perform statistical analysis and mathematical computations. Ability to develop and modify computer programs. Ability to devise and implement a wide variety of operating procedures. Ability to effectively interpret and communicate abstract schedule service, labor contract concepts and data in oral and written form. Ability to establish and maintain effective working and public relationships. Ability to communicate effectively in oral and written forms. Ability to understand and utilize computerized methods applied to the development of routes and schedules. Ability to interpret and operationalize labor contract provisions as they relate to schedule writing, run cutting, pick procedures and to anticipate consequences caused by changes in service, schedules and contract provisions. Ability to maintain adequate attendance.

Training and Experience

Two years of responsible experience in transit route and schedule planning. Such experience would normally have been gained after graduation from high school or equivalent and completion of a relevant Associate degree or two years of accredited college course work. Other combinations of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform the work will also be considered.

Special Requirement

Possession of a valid Wisconsin driver's license.

Department/Division	Compensation Group	Range
Transit	44	07