


| Position Identification |                                       | <br>MOVEMENT OF UNITED PROFESSIONALS |               |
|-------------------------|---------------------------------------|---|---------------|
| Position Title          | Senior Transit Planner                |   |               |
| Position Replaces       | n/a                                   |   |               |
| Position Level          | Employee                              | Position Code   | 1110          |
| Pay Group               | Group 12                              | Revision Date   | Mar-21        |
| Supervisor Title        | Manager, Service Planning             | Sup. Position Code  | 1090          |
| Additional Requirement  | CRC                                   | N/A   |               |
| Division                | Strategy, Planning and Public Affairs | Flexible Work Arrangement   | Flexible Work |

## Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

**Our Mission:** Delivering transportation services you can rely on

## Department Summary

Staff in BC Transit's Planning Department work with BC Transit staff, passengers, and local governments to develop transit services for 57 transit systems across the province. They coordinate strategic plans, determine necessary changes to service, and make recommendations for a transit-oriented future.

## Job Overview

Reporting to the Manager, Service Planning, the Senior Transit Planner is responsible for providing senior planning expertise and leadership primarily to medium/ higher scope planning projects that include transit operational plans, transit service plans, long range transit plans, service implementations, feasibility studies and defining capital project requirements and policy development in a multi disciplinary team environment.

## Key Accountabilities and Expectations

| Key Accountability             | Expectation   |
|--------------------------------|---|
| <b>Policies and Procedures</b> | <ul style="list-style-type: none"> <li>Coordinates and prepares Three (3) Year Service Plans and Service Performance Guidelines by:               <ul style="list-style-type: none"> <li>reviewing and ensuring successful implementation of appropriate service expansions or modifications to service</li> </ul> </li> <li>Prepares professional quality reports, other written materials and presentations for dissemination to BC Transit management team, BC Transit Board of Directors, municipal councils and staff, external agencies and the general public.</li> <li>Oversees local area and regional service reviews by:               <ul style="list-style-type: none"> <li>coordinating development and implementation of local area service reviews to determine service requirements based on projected population, employment and ridership patterns</li> <li>administering development and monitoring of service resource data and documents</li> <li>reviewing and providing input in investigation, research and provision of responses to stakeholder inquiries, complaints, suggestions, requests for new routes or increased service to ensure stakeholder concerns are properly addressed</li> <li>making recommendations to Manager, Service Planning on transit service requests or productivity improvements</li> </ul> </li> <li>Represents Planning when liaising with various departments in BC Transit by:               <ul style="list-style-type: none"> <li>planning day-to-day and short-term service at assigned depots</li> <li>coordinating planning input for major capital projects, transit facilities and long range and strategic planning strategies sponsored by BC Transit's Transportation Planning, Engineering and Infrastructure departments</li> <li>creating and monitoring development of vehicle allocation plans for individual service</li> <li>enhancements and system wide service needs for Service Delivery and Maintenance</li> <li>providing planning advice and making recommendations for medium to long range service initiatives and transit policy studies</li> <li>coordinating medium to long range recommendations with short-term service priorities</li> <li>determining future fleet and vehicle type requirements for the Procurement department.</li> </ul> </li> <li>Prepares drafts, reports, correspondence and other materials related to a variety of planning issues for the BC Transit Board of</li> </ul> |

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|                              | Directors, Executive Management Team, Senior Management, municipalities and outside agencies.  |
| <b>Stakeholder Relations</b> | <ul style="list-style-type: none"> <li>Represents BC Transit in the presentation of service plans by:               <ul style="list-style-type: none"> <li>serving as BC Transit's representative on external committees working on development of plans</li> <li>representing BC Transit in area municipalities, planning and government committees, community groups and outside agencies</li> <li>liaising with municipal, regional and provincial planners and engineers, special interest</li> <li>groups, employers, developers and the public at large with respect to new routes and services and changes to existing services</li> <li>coordinating with other service providers, including regional partners</li> </ul> </li> <li>Develops and manages relationships with stakeholders to understand needs, keep them informed and resolve issues. Liaises with and provides technical support and advice to municipal representatives, council, committees, special interest groups and the general public regarding a variety of planning, operational, accessibility and budget issues</li> </ul> |
| <b>Innovation</b>            | <ul style="list-style-type: none"> <li>Leads planning projects, contributes advanced planning expertise to the development and implementation of plans and projects, identifies and recommends action on planning and project risks and opportunities.</li> </ul>  |
| <b>Leadership</b>            | <ul style="list-style-type: none"> <li>Contributes as a senior member of the Transit Planning Team providing guidance and mentoring to other Transit Planners by sharing the benefit of an advanced level of expertise and providing leadership to designated projects. Oversees contractors and consultants, providing work direction and monitoring contract compliance</li> </ul>   |
| <b>Additional Duties</b>     | <ul style="list-style-type: none"> <li>Performs related duties in keeping with the purpose and accountabilities of the job</li> </ul>  |

### Summary of Qualifications and Job Specific Competencies

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| <b>Education</b> | <ul style="list-style-type: none"> <li>Post secondary degree in transportation or urban planning or a related field including courses in accounting, GIS technology and databases</li> <li>Master's degree in planning, engineering or a related discipline would be an asset</li> </ul> |
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|                                      | <ul style="list-style-type: none"> <li>• Additional university accreditation in planning related programs such as urban design, sustainable development or community engagement would be an asset</li> </ul>   |
| <b>Experience</b>                    | <ul style="list-style-type: none"> <li>• Four (4) years related experience providing an advanced level of expertise and leading projects in an agency specializing in planning or transportation</li> <li>• An equivalent combination of education and experience may be considered</li> <li>• Demonstrated experience in leading public engagement</li> <li>• Demonstrated delivery of strategic and implementation plans</li> </ul>  |
| <b>Key job-specific competencies</b> | <ul style="list-style-type: none"> <li>• Organize and prioritize work</li> <li>• Understand and apply the principles of urban planning</li> <li>• Understand and apply the techniques to deliver strategic transit plans and detailed service specifications for service changes across complex transit systems</li> <li>• Establish and maintain effective working relationships</li> <li>• Deal with the public in a courteous and tactful manner</li> <li>• Knowledge of the BC Community Charter, BC Local Government Act, and other provincial policies in respect of planning matters</li> <li>• Demonstrated broad and detailed knowledge of contemporary community and regional planning theories and practices</li> <li>• Ability to work on a number of concurrent tasks with deadline pressures</li> <li>• Strong report writing and presentation skills</li> <li>• Undertake leadership role with special projects</li> <li>• Demonstrated computer skills in Microsoft Office products - Outlook, Word, PowerPoint and Excel, along with working knowledge of GIS related programs</li> </ul> |