


Position Identification		 MOVEMENT OF UNITED PROFESSIONALS	
Position Title	Transit Planner, Bus Stops		
Position Replaces	N/A		
Position Level	Employee	Position Code	
Pay Group	Group 11	Date (last revised)	Sept-25
Supervisor Title	Manager, 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 of Planning, the Transit Planner, Bus Stops is responsible for leading the transit bus shelter program and providing planning expertise primarily to smaller/medium scope planning projects that include transit operational plans, transit service plans, long range transit plans, service implementations, feasibility studies, and defining other capital project requirements in a multi disciplinary team environment.

## Key Accountabilities and Expectations

Key Accountability	Expectation
<b>Bus Stops</b>	<ul style="list-style-type: none"> <li>• Leads the planning-oriented and administrative elements of the Bus Shelter Program</li> <li>• Leads the development and implementation of the Bus Stop Strategy, including standards documentation, processes and continuous improvements to optimize roles and responsibilities</li> <li>• Provides guidance to the Transit Planning Coordinator in prioritizing and delivering bus-stop related activities</li> <li>• Supports the capital project delivery team in the planning and delivery of new bus shelter installations</li> </ul>
<b>Planning and Project Delivery</b>	<ul style="list-style-type: none"> <li>• Contributes planning expertise and collaborates with senior transit planners and other supportive staff such as schedulers, Government Relations Managers and fleet planners to lead the development and implementation of plans and projects.</li> <li>• Collaborates with leaders and professionals across the organization, with a view to optimizing planning services and project outcomes</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 and supports the planning work for systems across the province including: <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, Planning on transit service requests or productivity improvements</li> </ul> </li> </ul>
<b>Innovation and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Identifies and recommends actions on project risks and opportunities based on analysis of data, trends, and issues. Alerts Manager of critical issues</li> <li>• Develops Transportation planning, methods, techniques and models in support of designated project deliverables, ensuring compliance with Department standards, policies and procedures</li> </ul>

<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 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 public regarding a variety of planning, operational, accessibility</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	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Post secondary degree in in planning, engineering or a related field</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two (2) years related experience providing 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> </ul>
<b>Key job-specific competencies</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of the principles, theories, concepts and practices of Transportation planning</li> <li>• Basic knowledge of plans, products, roles and responsibilities of government agencies, NGOs and associations</li> <li>• Sound knowledge of BC Transit's decision-making context including its strategic context and organizational and governance structure</li> <li>• Leadership skills to provide technical guidance and expertise to other transportation planning professionals and to lead projects</li> <li>• Analytical skills to identify and alert others to Transportation planning and project-related risks and opportunities in an integrated, multi-disciplinary environment; includes skills to analyze transport data, trends and issues</li> <li>• Communication skills to write and deliver effective reports and presentations and collaborate with internal and external stakeholders which may include local government partners</li> <li>• Interpersonal skills to build trust by consulting with others and applying a team approach as needed to achieve solutions. Includes negotiation skills as they pertain to making refinements to contracts and to conflict resolution at a basic level of risk and complexity</li> <li>• Decision-making skills to resolve Transportation planning and project-related issues within defined limits, and to identify and know when to refer issues to others</li> </ul>