



POSITION VACANCY

Call Number:	2020 - 41
Position:	Transit ITS Coordinator
Type of Vacancy:	Permanent
Work Schedule (hours & days):	7.2 hour shifts, rotating days off including weekend shifts (36 hour work week)
2019 Salary Range:	\$63,318 to \$79,148
Date Posted:	October 9, 2020
Closing Date:	October 28, 2020 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (**Careers and Employment**). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, October 28, 2020**.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION Transit Services

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Transit ITS Coordinator

POSITION SUMMARY: Responsible for maintaining, troubleshooting and repairing/resolving various issues arising with software applications, computerized Intelligent Transportation Systems (ITS) and electronic fare systems within Transit Services. Also, assists with data collection, inventory management, statistical and systems analysis and service planning. Maintains, monitors and reports on asset management for Transit Services.

RESPONSIBLE TO: Dispatch & Scheduling Supervisor – Transit Services

SUPERVISES: None

RESPONSIBLE FOR:

1. Monitors, inspects and troubleshoots all transit related hardware & software systems including fareboxes and fare card reader systems, CAD/AVL and onboard signage or announcement systems (ITS), scheduling & payroll applications, manifest tablets, advertisement or public information systems to ensure consistent performance.
2. Coordinate onsite review and conduct acceptance testing of all farebox and ITS technologies installations. Assists with the maintenance of real-time information systems and conduct field checks of equipment/ electronic signs monthly.
3. Responds to escalated service requests in the field for any reloading and diagnoses, repair, maintenance or replacement of components/ programming of all electronic registering fareboxes and ITS equipment to maintain data integrity and on-time customer service.
4. Maintains an inventory, database and accurate record of repair of transit technology assets (including but not limited to farebox and ITS systems and components). Develops, prepares and maintains a computerized asset management system for transit on-road assets. Prepares annual reports on asset conditions and usage and provide recommendation for replacements or upgrade for budget preparations by management.
5. Assists with data collection, calibration & validation of on-time

performance data, passenger surveys and field investigations to support service planning. Prepares and submits reports regarding operational or equipment performance issues upon request.

6. Assists with the development of procedures and training/development tools for Transit Services.
7. Maintains legislatively complaint guidelines for the design and installation of transit stops, hubs and facilities. Performs annual field inspections of all transit facilities to ensure compliance with regulations and to inform asset management data and inventories.
8. Reviews and maintains winter maintenance beat listings for transit locations to ensure compliance to applicable standards. Coordinates with contractors and internal City staff. Evaluates demand and recommends new locations.
9. Assists management with the coordination of the annual capital program and contracted service provision of new bus stop installations and street hardware; including benches, garbage receptacles, and transit shelters.
10. Assist with the preparation of Bus Operator and contracted service providers' documentation and/or electronic tool management documents for on-street operational knowledge and reference.
11. Provides operational and customer service based coverage and perform non-supervisory functions in the control room in the absence of a Dispatch & Scheduling Supervisor.

POSITION REQUIREMENTS:

Minimum is a College diploma in Computer Engineering or related field.

At least three (3) years working with transit systems, systems environment or related.

Fixed-route transit operations experience including familiarity with route analysis, on-time performance, route and schedule adjustments would be an asset.

Knowledge and proficiency in Intelligent Transportation System (ITS) programs including CAD/AVL, transit scheduling software and associated payroll components.

Proficiency in the analysis, troubleshooting and use of fareboxes, ITS systems and various data reporting modules or equivalent.

Excellent research, analytical, communication, and problem solving skills including high level statistical and mathematical calculation.

Valid Class "G" Ontario Driver's License.

Hours of Work:

36 hour work week

7.2 hour shifts rotating days off including weekend shifts

Created: September 24, 2020