

Job Description:

Position: Transit Planner/Scheduler

GENERAL DESCRIPTION

The Transit Planner/Scheduler is responsible for designing, maintaining, and optimizing public transit schedules to ensure reliable, cost effective, and customer focused service delivery. This role balances service standards, operator work rules, fleet availability, and ridership demand while supporting agency goals for on-time performance, labor efficiency, and customer satisfaction. The Scheduler works closely with customer Operations, and Planning teams to translate service plans into executable schedules, run-cutting, and vehicle blocks using scheduling and workforce management tools. The primary focus of the position is on traditional fixed-route service, but emerging modes of transportation such as micro-transit are included.

ESSENTIAL DUTIES/RESPONSIBILITIES

- This technical position is responsible for Avail's scheduling partnership with our customers. Including run cutting, timetables, blocking, deadhead, run times, layovers, headways and service change recommendations.
- Conducts self in an appropriate manner as a representative of Avail Technologies, working in a diverse work environment.
- Provides individual and team contributions; coordinates work with Avail's customers to determine best service planning and scheduling.
- Lead liaison for Avail for the development of customer service changes, including analysis, coordination with other departments, revising recommendations based on on-time performance, APC Data, CAD/AVL Analysis and customer feedback.
- Assist customers in the development of schedules, bus stop changes recommendations, turn sheets, bus stop information, and quarterly service change reports for implementation that comply with customer labor agreements, safety rules and management policies
- Analyze transit service performance from a variety of sources and make recommendations for new or revised services.
- Support exports to **CAD/AVL, GTFS, real-time passenger information, and payroll systems.**
- Other duties as assigned.

SKILLS

To succeed in this position, candidate must:

- Strong verbal and written communication skills,
- Ability to interpret and apply mathematics and statistical methods

- Ability to read, analyze and interpret common reports, regulations, and legal documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to be organized and efficient, effectively prioritizing tasks and the ability to work independently as well as collaboratively.

EDUCATION REQUIREMENTS

- To succeed in this position, candidate must:
- Strong verbal and written communication skills,
- Ability to interpret and apply mathematics and statistical methods
- Ability to read, analyze and interpret common reports, regulations, and legal documents.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to be organized and efficient, effectively prioritizing tasks and the ability to work independently as well as collaboratively
- Knowledge of scheduling and run-cutting software such as HASTUS, Trapeze, Optibus, Remix, or similar platforms.
- Knowledge of FTA reporting, NTD, and Title VI impacts.
- Experience in a unionized transit environment.
- Familiarity with on-time performance, recovery time, and run-time analysis.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear/listen.
- While performing the duties of this job, the employee is regularly required to work with computers and keyboard.
- Candidates should be able to lift up to 40 pounds

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

TRAVEL REQUIREMENTS:

Candidates will be required to travel up to 50% of the time.

Avail Technologies is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.