



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY
JOB POSTING #2024-24.

CLOSING DATE: OPENED UNTIL FILLED

Job Title: Senior Transit Planner

FLSA Status: Exempt

Work Location: 602 N. Staples & as assigned

Department: Service Development

Reports To: Director of Planning

Pay Grade: 29 **Salary:** \$37.11-\$60.50
(Min-Max)

Work Schedule: Monday – Friday 8 am – 5 pm

General Summary: Under general supervision and direction from the Director of Planning, the Senior Transit Planner (STP) will conduct service planning, scheduling, project management, cost estimating, data analysis, and reporting functions in support of short- and long-range transit plans. STP will support the design and implementation of innovative transit services. STP will analyze various types of ridership across all service modes, report performance metrics, evaluate customer and stakeholder feedback, and other demographic data to formulate cost-effective service improvements to increase system-wide ridership. STP will provide efficient run cut and roster solutions including relief car assignments in support of bus operator sign-ups, Automatic Vehicle Location (AVL), and transfer station bay assignments with applicable cost estimates containing service hours, service miles, peak vehicles, and spare ratio. In addition, this position will manage customer information technology applications including multiple vendors in support of service improvements and adjustments. STP will support Title VI of the Civil Rights Act of 1964 (Title VI) program updates including service or fare equity analysis, Federal Transit Administration (FTA) Triennial Reviews, Texas Quadrennial Performance Audits, and service equity or fare analysis.

Essential and Marginal Job Functions: *Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:*

- Supports the development of short- and long-range transit plans including annual, five-year, and twenty-year service plans, including cost estimates for resource requirements and ridership impacts.
- Serves as Project Manager for Van Pool and assigned other programs or projects.
- Designs and implements new revised and modified transit service recommendations consistent with the Annual Service Plan, Budget, Service Standards, and Title VI requirements utilizing software from planning, scheduling and AVL.
- Conducts field work to support implementation of various service improvements involving multiple service modes.
- Develops agency-wide service task calendar, bus operator run cut, roster, relief car schedule, quick checks, block paddles, headways, turn by turn directions, line statistics, and mileage master utilizing a scheduling software (Hastus) and other software products for each sign-up period.
- Utilizes problem solving techniques to design and build accurate and efficient route alignments and schedules.
- Responsible for supporting the completion of several transit reports; including but not limited to monthly Operations Report, monthly and annual NTD, Title VI, FTA Triennial Review, and Texas Quadrennial Performance Audit.
- Assists with maintaining the bus stop information within the scheduling software and other related information for each sign-up, including other data required to support Intelligent Transportation Systems, automated customer information systems, and supporting databases.

- Meets and participates with members of the public, outside firms, governmental agencies, and other stakeholders to respond to questions on subjects relevant to a specific area or to transportation planning in general.
- Coordinates and completes updates for customer information technology applications with multiple vendors and software.
- Develops and distributes correspondence, memoranda, reports, and other materials.
- Ensures that all planning-related complaints or comments are appropriately handled in a timely manner.
- Communicates with Managing Directors, Directors, managers, supervisors, bus operators, customer service personnel, and other team members, customers, and general public to gather and compile information required for service analysis and improvements.
- Provides staff support and coordinates various projects with other divisions.
- Assists with implementation planning for service deviations and detours.
- Acts as Emergency Operations Center (EOC) representative for agency including providing coverage during an emergency situation.
- Attends Transportation Operator Quarterly Meetings and responds to questions and concerns in a timely manner.
- Assist with public, community, and stakeholder outreach.
- Perform other duties as assigned.

Qualifications include:

Knowledge, Skills, & Abilities:

- Requires comprehensive knowledge of transit route planning, scheduling, run cutting, rostering, Project Management, problem solving, and effective analysis and reporting methods
- Public transit operations, including transportation routes, scheduling, run cutting, rostering, vehicle operations, fleet requirements and spare ratio, dispatching and transit safety
- Understanding of Federal, State and Local regulations governing the operations of a Transit System
- Transportation planning development
- Geographical Information Systems (GIS)
- Manage projects, programs, and multiple assignments
- Communicate effectively verbally and in writing by using correct English usage, spelling and vocabulary.
- Provide service in a courteous and professional manner
- Willingly foster a positive work environment
- Exercise independent judgment and responsible decision making
- Plan, organize and prepare technical statistical reports
- Work immediately before, during or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergency situations
- Comply with Regional Transportation Authority policies and procedures
- Maintain a dependable attendance record.
- Demonstrate superior verbal and written communication skills
- Demonstrate strong analytical, problem solving and negotiation skills, preferably in an environment with multiple departments and dispersed personnel
- Demonstrate excellent interpersonal relationship and teambuilding skills

- Proficient in Microsoft Office including Outlook, Word, Excel, Access, PowerPoint, Transit Planning/Scheduling system software, CAD/AVL software system, fare collections systems, Google Maps and Google Earth, Adobe Illustrator, Adobe Acrobat, and similar software application(s)

Physical Requirements:

Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential & marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.

Working Conditions:

Works primarily in a typical, climate-controlled office environment in a seated position for prolonged periods of time. Duties require sufficient mobility to work in a typical office setting and use standard office equipment. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions.

It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 903-3524.

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

Education: Bachelor's degree from an accredited college or university in Transportation or Urban Planning, Transportation Engineering, or a related field.

Experience: Five (5) years of progressively responsible experience in public transit planning or closely related experience.

License or certificate: Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate CCRTA vehicles.