

Transit Planner (Permanent Position)

The City of Lethbridge (www.lethbridge.ca) proudly acknowledges that we are located at the heart of Siksikaitstapi (Blackfoot) Territory, home of Kainai, Piikani, Siksika and Amskapi Piikani (Montana, USA) First Nations. Lethbridge is also located within the Métis Nation of Alberta, Region III. Lethbridge is southwestern Alberta's largest community, close to the Rocky Mountains and strategically located two hours south of Calgary. We are home to just over 108,000 residents and two major post-secondary institutions -- the University of Lethbridge and Lethbridge College. Thanks to its location under the big skies of the prairies, Lethbridge enjoys a climate of mild winters and warm, sun-soaked summers. The City of Lethbridge recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.

The City of Lethbridge Transit Team has a permanent career opportunity for a qualified **Transit Planner**. This position plays an important role in maintaining and building the GIS data and administering all transit software and hardware systems, which are essential to the operation of Lethbridge Transit.

The Transit Planner will perform a wide variety of skilled functions, all focused on maintaining and improving the transit network and schedule. This role will be responsible for:

- planning new transit facilities, services and transit service changes, including route design and orientation.
- developing public timetables and all ancillary schedules, including blocks, runs and work assignments.
- the maintenance, administration, training, and project management of all transit specific software applications, GIS applications, and applicable hardware. This position will liaise with corporate IT, software vendors and stakeholders to ensure the Transit systems are up-to-date and meeting the requirements of users.
- providing technical advice and input for the development of annual short and long-term transit service plans and ensuring that urban planning and development proposals are compatible with transit objectives.

As required, the Transit Planner will support the Innovation and Planning Manager in modeling, custom reporting and analysis to assist in transit system planning.

Specific duties will include:

- Administer Transit GIS databases aligning with corporate GIS standards
- Produce maps for customer information materials, such as the ride guide, detours, etc. and ensure they are maintained on the City of Lethbridge Transit website
- Use GIS data and software data to generate custom reports, create models and perform analysis to assist in transit planning, monitoring performance and reporting
- Working with corporate IT and software vendors to ensure that regular maintenance and upgrades are completed in a timely manner
- Troubleshooting all software problems and escalating them to vendor customer support/warranty when required
- Train and assist staff as a system expert

- Administer user accounts and security
- Maintain City of Lethbridge Transit webpages and Transit web applications as required

Specific skills and qualifications:

- Minimum of a college diploma or university degree in Geographic Information Systems (GIS), Computer Science, Engineering Technology or a related field.
- Experience using GIS and Urban Planning with an understanding of the interaction of the build environment with transportation modes.
- Experience building, editing, and maintaining GIS datasets in a versioned environment.
- Strong computer skills with a wide range of experience administering different corporate systems including ArcGIS or CityWorks
- Familiarity with programming languages such as Python or SQL.
- Experience generating custom reports and performing detailed analysis.
- Strong analytical and problem-solving abilities, coupled with a keen eye for detail.
- Experience in analyzing, developing, and designing comprehensive transit programs is preferred, but consideration will be given to candidates that demonstrate commitment to learning the City of Lethbridge transit system, planning principles and operations.
- Experience in run cutting and developing transit schedules - or completion of Canadian Urban Transit Association (CUTA) transit scheduling and runcutting course - is preferred; training can be provided if equivalent experiences are demonstrated.
- Excellent communication skills, both verbal and written, and the ability to work effectively individually and in a team environment.

We are looking for a results-oriented team member who demonstrates professionalism and is committed to providing exemplary public service.

Wage: \$45.42 (2025 rate)

For further information on this opportunity, please contact:
Jeff Gillette, Innovation and Planning Manager at 403-320-3906 or jeff.gillette@lethbridge.ca

Qualified candidates are invited to submit their resume with cover letter, online at: www.lethbridge.ca

Closing Date: January 2, 2025, at 11:59 p.m.

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

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