



## Transit Supervisor

Permanent, full-time (35 hours/week)  
\$77,859.60 – 97,333.60 per annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

### Come work with us!

At the City of Leduc, we believe in people-first service, innovation, and creating a connected, vibrant community. Our team is passionate about making public transportation accessible, safe, and reliable for everyone. If you're a collaborative leader who thrives on building strong teams and delivering exceptional service, we want to hear from you.

### What is the Opportunity?

We are recruiting for a **Transit Supervisor** to lead a dedicated team of Operators on the daily operations of the Leduc Assisted Transportation Service (LATS). The role is responsible for planning, scheduling, administering and monitoring the operation of LATS and providing support for Leduc Transit. This role provides professional planning advice and recommendations to guide the growth and development of the accessible and conventional transit services. The position involves close collaboration with various user groups, city departments, service delivery contractors and regional partners to ensure accessible and conventional transit services run safely, reliably and efficiently.

This role is ideal for a leader who wants to grow their career in public transit — with the right experience and leadership, it could lead to higher-level opportunities within the City's expanding transit portfolio.

### What will you do?

As the Transit Supervisor, you will:

- Oversee and coach a team of LATS Operators, ensuring safe, reliable, and customer-focused service.
- Develop and monitor Operator schedules, coordinate with RideCo for our Book My Bus app, and ensure compliance with policies, procedures, and safety standards.
- Lead service planning, operational improvements, and data analysis of ridership and key performance indicators to enhance efficiency and client satisfaction.
- Provide strong customer service to clients, caregivers, and stakeholders, responding to inquiries and resolving concerns with diplomacy.
- Be responsible for the Travel Training Program for LATS clients and caregivers.
- Develop short-term and long-term service plans for improving and expanding transit services in the City of Leduc.
- Promote workplace safety by maintaining OH&S compliance, organizing training, and conducting inspections.
- Support transit planning activities and represent the city in transit-related committees, networks, and projects.

### Who you are?

You are a natural leader who combines strong people skills with technical knowledge of paratransit and conventional transit operations. You bring:

- A diploma or relevant post-secondary education (equivalencies considered).
- At least three years of increasingly responsible supervisory experience, preferably in transit.
- Demonstrated **transit planning and scheduling experience** (required).
- Strong interpersonal, written, and verbal communication skills, with the ability to work collaboratively and resolve conflicts.
- Knowledge of transportation software (e.g., Book My Bus app through RideCo) and Microsoft Office tools.
- Experience working with seniors, people with disabilities, or other specialized client groups is an asset.
- A solutions-oriented mindset with the ability to prioritize and manage multiple tasks.

### What we Offer?

At the City of Leduc, we believe in taking care of our people and supporting their growth. Here's what you can look forward to:

- A supportive, team-oriented workplace where your leadership directly improves community services.
- Opportunities for career growth into higher-level roles within transit and municipal operations.

- Competitive compensation and benefits (Health, dental, and wellness coverage, including a healthcare spending account)
- Professional development opportunities, including industry training, workshops, and committee participation.
- Free annual pass to City of Leduc recreation facilities, including drop-in programs

### **Important Notes!**

- The successful candidate must provide a current **Criminal Record Check – Vulnerable Sector** and **Driver's Abstract** at their own expense.
- Please include a cover letter outlining how your experience aligns with this role.

### **Ready to Join Us?**

If this sounds like the role for you, apply today at [www.leduc.ca/careers](http://www.leduc.ca/careers) and help us build a connected, accessible, and people-first transit system for the City of Leduc.

Competition closes at 11:59 pm (MT) on **September 25, 2025**. Due to the high volume of resumes received, we are not able to respond to individual phone calls. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.