



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 1021-001

CALL NO. 26-4557

Job Designation:	Manager, Planning and Administrative Services
Department:	Oakville Transit
Job Details:	Permanent, Full-Time (Non-Union)
Salary Range:	\$136,541 – \$163,914
Pay Grade:	208
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on April 22, 2026 .
Posting Status:	Open to all current Town of Oakville employees and external applicants.

This job posting is for an existing vacancy and therefore will be filled accordingly.

We offer:

- A hybrid work schedule
- A defined benefit pension plan (OMERS)
- Comprehensive health plan complemented with life and disability insurance
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things

What can I expect to do in this role?

Reporting to the Director, Oakville Transit, the Manager, Planning and Administrative Services leads a team responsible for the planning and development of Oakville Transit's scheduled and demand responsive services. The manager will oversee a team responsible for the short, medium, and long-term planning of the transit network, including scheduling, as well as developing policies that support customers of all abilities in accessing employment, education, services, etc. The Service Planning and Administrative team will develop capital programs (stops, terminals and supporting infrastructure) for the transit network and will also be responsible for coordinating the transit marketing strategy and initiatives as well as all communications functions, statistical reporting and analysis, as well as transit business system coordination.

Service Planning & Infrastructure

- Develop service planning policies and standards and continually monitor and improve service based on transit guidelines/standards.
- Assist in the development of the annual service budget, allocating Oakville Transit service resources to maximize transit ridership and revenue within Oakville Transit's financial and political constraints, and monitoring adherence to the budget.
- Develop Oakville Transit's Annual Service Plan, Five-Year Business Plan and Accessibility Plan supporting the vision of the Town of Oakville through the Strategic Plan, Official Plan and Transportation Master Plan.

Scheduling & Data Management

- Effectively manage the transit services scheduling process to ensure route and schedule changes are accurate and completed in an efficient manner to meet operational and budget requirements and to maintain a high level of on-time performance in adherence with the collective bargaining agreement.
- Establish data for tracking service and scheduling, as it relates to service hours and ridership for future planning and statistical analysis.
- Provide direction and leadership to the Data Management team ensuring effective data is collected and the team provides timely analytics and KPI's to support the planning and scheduling of the services changes over the year.
- Ensure effective KPI's are available to teams and leaders for driving and supporting business decisions.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

The Town of Oakville is an equal opportunity employer.

Personal information collected from applications and resumes is collected under the authority of the *Municipal Act, 2001*, and will be used to determine qualifications for employment. Questions about this collection of information should be directed to Human Resource Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3.

- Coordinate the preparation of the schedules, vehicle requirements and work boards for operators to pick, all within the fleet maintenance requirements, private operator contract terms and labour agreement context.

Operational Excellence

- Participate in strategic planning and direction of the Service Planning and Administrative team.
- Assume responsibility for the current and capital budgets for the section and present to the Director for review and approval.
- Respond to issues and queries raised by Council as channeled through the Director.
- Oversees the management of business systems of the department, including fare collection systems, ITS, etc.
- Maintain effective communications, as required, with Commissioners, municipal councillors, citizens groups and other planning agencies in the GTA, and effectively communicating Oakville Transit services and initiatives in public forums.

Communication and Outreach

- Collaborate with Corporate Communications to determine target audiences for public outreach-based service changes and develops strategies to promote service to existing and choice customers.
- Manage social media and website communication channels to inform customers of service changes and detours.
- Prepare content for all communications materials for service promotion and service changes (public notices, posters, web updates, social media, etc).
- Work with the Corporate Communications team to prepare communications/speaking notes, new releases, responses to media inquiries for special events.

Administration of Department

- Oversee the front reception / customer service desk at Oakville Transit.
- Oversee and coordinate revenue room work and maintain all revenue components relating to fare collection systems.
- Ensure administrative functions such as departmental invoicing, supply purchasing is completed on time.
- Assist the Director in tasks relating to planning and administrative functions, customer/council responses, and outreach events.

How do I qualify?

- University degree in Transportation, Planning, Engineering, Operations Research, Mathematics, Geography, Environmental Science, or related field.
- Eight (8) years' experience in transit and service planning and analysis in a senior supervisory role is preferred.
- Formal education is augmented by progressively responsible positions that have resulted in a highly developed understanding of municipal government and service delivery.

Core Knowledge Required for Success

In addition, your experience demonstrates the following **Manager leadership competencies**:

- **Strategic Thinking** – innovating through analysis and ideas
- **Engagement** – working effectively with people organizations and partners
- **Management excellence** – delivering results through action management, people management and financial and asset management
- **Accountability and Respect** – serving with integrity and respect

Click [Competency Profile](#) to view the competencies for this Manager level.

Corporate Values:

Teamwork, accountability, dedication, honesty, innovation and respect

DATED: [April 2, 2026](#)

The Town's recruitment software includes elements of artificial intelligence to assist in the screening and short-listing of qualified candidates.

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. Applicants may also be required to undergo testing.

We thank all applicants and advise that only those selected for an interview will be contacted.

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