

**METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY
invites applications for the position of:**



Transit Scheduler

SALARY: Not Displayed

OPENING DATE: 10/22/15

CLOSING DATE: Continuous

BASIC FUNCTIONS:

Responsible for assisting in the development of METROBus and METRORail operating schedules (trips, blocks, run cutting, and rostering) to assure service reliability and cost efficiency. Performs duties in a safe, efficient manner and in compliance with all applicable rules and safety procedures.

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Participates in the preparation of the operator sign-up information.
- Coordinates the schedule/routing change, supervisor guides, info posts, operator paddles, etc. and distribution to designated personnel.
- Assists with preparing data for the downstream technology systems.
- Prepares destination sign readings.
- Reviews of public guides, operator maps, info posts, service change fliers, supervisors guides, and other schedule reports.
- Prepares schedules for three service changes, in-between service adjustments, bus bridge schedules, support the Annual Transit Plan, and special projects.
- Assists with multiple updates of the Integrated Vehicle Operations Management System (IVOMS) per year.
- Prepares and distributes Summary of Schedules report monthly.
- Assists with developing monthly and annual National Transit Database (NTD) reporting.
- Analysis of ridership and running time data generated by IVOMS.
- Maintains up to date information in SEMA.
- Interacts with the bus operating facilities (BOFs) as necessary.
- Reviews and responds to customers' inquiries and complaints.
- Promotes safety awareness and follows safety procedures in an effort to reduce or eliminate accidents.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/ REQUIREMENTS:

Bachelor's Degree from an accredited college or university in business, urban and regional planning, or related field preferred.

Minimum of three (3) years' work experience in transit operations and/or service scheduling. Working knowledge of Trapeze or other Scheduling systems, and understanding of transportation logistics is preferred. Strong analytical, organizational, and communication skills. Strong Microsoft suite application skills.

Understanding of public transportation infrastructure and operations including network definition / development, service scheduling, and development of vehicle and operator work assignments.

ADDITIONAL INFORMATION:

The Metropolitan Transit Authority of Harris County, Texas has a zero tolerance drug and alcohol policy for all employees. All internal and external applicants will be required to undergo drug testing before employment and will be subject to further drug and/or alcohol testing throughout their employment.

Further, employees who perform safety-sensitive functions will submit to drug and/or alcohol testing in accordance to the Department of Transportation (DOT) and the Federal Transit Administration (FTA) regulatory requirements.

We provide equal opportunity to all qualified individuals regardless of race, color, religion, age, sex,

national origin, veteran status, genetic information or disability.

Grade 10

There will be no relocation assistance offered in connection with this position

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ridemetro.org/Opportunities/Jobs>

Position #3518
TRANSIT SCHEDULER
RC

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