



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for one (1) position of Scheduler I – Fixed Route for the Operations Planning Department.

- Position Title:** Scheduler I – Fixed Route
- Posting Period:** January 8, 2021 through January 18, 2021
- Salary Range:** \$51,239.37 - \$64,049.22 (Grade 127)
- Reports To:** Director of Service Planning and Scheduling
- Union Affiliation:** Laborer's International Union of North America, Local 808 (LIUNA, Local 808)

*This position is a Local 808 bargaining unit position and as such will be subject to the terms in the Collective Bargaining Agreement of the Rhode Island Laborers' District Council.*

**Description of Work:**

Under general direction, responsible for assisting the Scheduling and Planning Team with technical preparation and development of fixed route services. Provides assistance with the development, design, scheduling, analysis and implementation of RIPTA's Family of Fixed Route and Flexible Services.

**Essential Duties and Responsibilities:**

- Assists in technical daily scheduling tasks leading up to the implementation of each choose-up and/or new service launch;
- Works in a team oriented environment in assisting in executing fixed route service plans;
- Assists in the preparation of information related to customer service and provides assistance to Marketing and Customer Service as needed;
- Applied knowledge and understanding of service design guidelines and principles;
- Demonstrates strong analytical skills and engages in pursuing solutions for positive outcomes;
- Communicates service adjustments to the RIPTA Marketing Dept. Assists with responses to customer inquiries and attends public meetings and workshops as needed;
- Works as an active member of the Service Review Committee assisting in maintaining communication between Operations Planning, the Customer Service Department, the Transportation Department and Representatives from Amalgamated Transit Union Local 618 (ATU 618);
- Has an active role in the Performance Matrix Team;
- Attends meetings with municipal and state departments;
- Assists in the daily activities of the Scheduling Department as assigned;
- Field work including ride-checking, street checking and duties related to service design and implementation;
- Must be able to perform under pressure at times, while adhering to timelines and deadlines;
- An engaged team member in moving projects forward;
- Performs other related duties as assigned.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

Must be able to demonstrate flexibility as well as the ability to work as part of a team. Must be able to work independently and possess excellent oral and written communication skills as well as demonstrated technical analysis abilities.

**Education:**

Bachelor's Degree in Planning, Engineering, Computer Science, Labor Studies, Geography, Mathematics, Urban Studies or a related field required. Must be computer literate in an IBM/PC environment.

**Experience:**

A minimum of three (3) years experience in bus operations, planning, scheduling, or related experience is preferred. Experience with GIRO-Hastus *Vehicle, Crew, ATP* and *GEO* is highly desirable. Knowledge of RIPTA's Fixed Route System is preferred. Knowledge of ATU, Local 618 collective bargaining agreement(s), MOU's and/or experience working in a union setting preferred.

**Or:** Any combination of education and experience that shall substantially equivalent to the above education and experience.

**Independent Action:**

Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

**Supervisory Responsibility:**

None

**Selection Process:**

- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant must provide RIPTA copies of any licensure and/or certifications that may be required to perform job duties prior to appointment;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- May be required to pass an oral interview and/or written test;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;
- Seniority will be calculated as the final step in the process of selection in the event that any qualified applicants are determined to be "equal".

**Interested applicants should submit their cover letter, resume and/or employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 or via email to [humanresources@ripta.com](mailto:humanresources@ripta.com) no later than Monday, January 18, 2021. Telephone calls will be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.