

# JR. TRANSIT SCHEDULER

**Opening Date:** November 4, 2026
**Closing Date:** Open until filled
**Salary:** $21.30/hr - $26.62/hr

The Jr. Transit Scheduler develops and maintains public transit schedules. This role involves using industry scheduling software, analyzing service data, and collaborating with staff to ensure efficient and reliable transit operations.

## QUALIFICATIONS:

High school diploma or equivalent required; additional technical training, education, coursework, or experience preferred. One to three years of experience in transit, scheduling, or data analysis required. Valid Driver's License is required. Proficiency in Microsoft Office. Experience with Trapeze or other transit industry planning software is a plus.

## MAJOR FUNCTIONS:

- In collaboration with the Scheduling & Service Planning Manager, create and maintain both Operator and Public facing transit schedules for fixed-route bus and streetcar services using industry software, ensuring compliance with union agreements and organizational policies.
- Work collaboratively with the Transit Planner and Bus Stop Program Coordinator, supporting route and bus stop changes.
- Communicate scheduling deadlines to internal and external stakeholders, and track task completion, working closing with the Scheduling & Service Planning Manager.
- Review and proof draft schedules to ensure accuracy in route and schedule changes.
- Troubleshoot scheduling and software issues as needed.
- Participate in and evaluate information from internal meetings with Transit Operators and Union Representatives.
- When needed, complete the entire bid process in collaboration with leadership for trip building, blocking, run-cut, and rostering.
- Participate in public outreach efforts, and complete additional duties, or special projects as assigned.

## BENEFITS:

Benefits include healthcare coverage for employees and dependents, vacation, sick leave, paid holidays, and a generous retirement plan and annual uniform and shoe allowance.

## TO APPLY:

Applications are accepted through our Career Center in ADP. Please visit www.suntran.com, click *Jobs*, and follow the instructions to apply online. Our Administrative offices are located at 3910 N. Sun Tran Blvd.

*If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.*