

Sun Tran...driven to go the extra mile!



BUS STOP COORDINATOR

CLOSING DATE: Open Until Filled

SALARY: \$21.34/hr-25.36/hr DOE

QUALIFICATIONS:

Requires a Bachelor's degree or equivalent in Planning, Environmental Studies, Urban & Regional Development, Sustainable Built Environments, or related degree. Experience can take the place of education requirements.

ESSENTIAL FUNCTIONS:

- Collaborates with internal and external staff, stakeholders, consultants, and jurisdictional partners to maintain equitable placement and accessibility of transit stops for Sun Tran, Sun Shuttle, and Sun Link.
- Maintain and review the bus/transit stop database to include Trapeze FX Software, ESRI Survey 123 Survey tool, pictures, review development plans for conflicts with bus stops, conduct field observations, inspections, and research; and coordinate with Customer Satisfaction to resolve and respond to bus stop complaints.
- Idea candidate will have excellent communication skills for business correspondence, presentations, documentation and reporting on projects. Review and comment on development and roadway projects, coordinate with Operations during project implementation, field work, outside meetings, and completions of projects.
- Create, maintain, and review the bus routes, head sign codes, bus enunciator lists, and all Operator routing maps, including route, deadhead, floor detours & others as needed for the Operator's Information Guide Book. Review and update quarterly Trapeze FX and Vontas TransisMaster route traces.
- Other duties as assigned.

BENEFITS:

Benefits include healthcare coverage for employee and dependents, vacation, sick leave, paid holidays, and a generous retirement plan.

TO APPLY:

Apply at 3910 N. Sun Tran Blvd., or download an application from our website at www.suntran.com and fax it to (520) 293-3348 or e-mail to suntranhr@tucsonaz.gov.

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.

