

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



## **BUS STOP COORDINATOR**

**OPENING DATE:** June 12, 2025  
**CLOSING DATE:** Open Until Filled  
**SALARY:** \$21.30/hr-26.62/hr

The Bus Stop Coordinator is responsible for overseeing the placement, accessibility and maintenance of transit stops for Sun Tran, Sun Shuttle and Sun Link. This role involves collaborating with internal teams, external partners and consultants to manage bus stop infrastructure, maintain transit databases, review development plans and respond to customer concerns.

### **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. Coordinates with Sun Tran Facilities and Maintenance Departments to maintain, improve and repair damaged bus stops.
- 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.
- Ideal 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. 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](http://www.suntran.com) and fax it to (520) 293-3348 or e-mail to [suntranhr@tucsonaz.gov](mailto: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.*

