

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



SCHEDULING MANAGER

OPENING DATE: March 24, 2026
CLOSING DATE: Open Until Filled
SALARY: \$58,958-\$73,697

Sun Tran is seeking a highly analytical and detail-oriented Scheduling Manager to oversee the development, implementation and maintenance of transit schedules. This role is responsible for ensuring accurate and efficient service delivery through data analysis, operator coordination and strategic planning. The Scheduling Manager plays a key role in optimizing operations, improving on-time performance and supporting service changes.

ESSENTIAL FUNCTIONS:

- Develop and update transit schedules and timetables
- Analyze service performance and recommend improvements
- Prepare reports on operations, schedule changes and on-time performance
- Perform run cutting and rostering to optimize staffing and costs
- Supervise scheduling staff and support performance management
- Coordinate schedule changes with departments, customer service and union representatives
- Participate in public meetings and respond to service-related concerns

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent experience, along with 3-5 years of experience in scheduling, operations or transit planning. Supervisory experience is preferred. The ideal candidate will have strong analytical, organizational and communication skills, the ability to manage multiple priorities in a fast-paced environment and must possess a valid driver's license.

BENEFITS:

Comprehensive benefits package including health insurance for employees and dependents, paid vacation, sick leave, holidays and a generous retirement plan.

HOW 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.

