



PRINCIPAL OPERATIONS PLANNER

JC: 000351

PB: AFH

BU: 31 (AFSCME)

FLSA: Exempt

*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.*

DEFINITION

Under general supervision, performs the most complex and difficult tasks in the Operations Planner classification series; leads assigned operations planning projects and/or specific functions; develops new District wide policies and procedures and provides recommendations related to key strategic decisions; explores and develops innovative approaches to addressing critical issues; expands partnerships with both internal and external stakeholders; may supervise, assign and review the work of lower level staff; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the highest level within the Operations Planner classification series. Positions at this level perform the most complex work assigned to the series and may be responsible for participating in supervising, assigning and reviewing the work of subordinate or contract staff. This classification is distinguished from the Senior Operations Planner classification in that it is responsible for independently handling the most complex and difficult tasks assigned to the series and may be assigned to lead major functional areas, whereas the latter is responsible for performing complex Operations Planning functions and leading specified projects and/or functions.

REPORTS TO

Director of Operations Planning or Designee

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Build coalitions to set into motion all the resource requirements and logistics needed to execute a high quality shut down/bus bridges.
2. Leads and coordinates District participation in multi-jurisdictional projects.
3. Conducts in-depth technical analysis of future special service scenarios, present findings and propose strategies to operate service.
4. Supports efforts to utilize General Transit Feed Specification (GTFS) to coordinate transit connections with regional transit agencies and improve trip planning systems.
5. Tracks and monitors planned capital improvements or maintenance efforts throughout the District; tracks the impacts to service reliability after special service is operated.

Principal Operations Planner

Page 2

6. Supports the development and maintenance of planning documents, such as the Bus Bridge Guidebook and Emergency Bus Bridge Plan.
7. May be assigned to supervise lower level Operations Planning staff.
8. Supports the Office of Civil Rights in conducting assessments of current and future service plans.
9. Researches and proposes new methods and approaches to addressing ridership capacity related issues.
10. Guides and monitors preparation of the Rail Fleet Management Plan, and invokes it as a key reference relating service requirements to fleet size, deployment and storage
11. Advocates for investments to improve capacity, efficiency and reliability via annual budget contributions, planning projects, and long-range strategy efforts.
12. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and techniques of urban mass transit and/or transportation planning
- Best practices related to transit planning and operations
- Current issues, challenges and trends in the context of the Bay Area, state, national and international transportation environments
- Business and policy issues relevant to management of transit operations
- Advanced data analytics techniques, including managing and querying large databases and manipulating data using business intelligence software
- Statistical and research methods
- Advanced knowledge of the BART track network
- Vehicle (train) scheduling techniques
- Regional bus system networks and how they coordinate with BART
- Rail transit technologies, systems and practices, with interest in their applicability to BART
- Public-sector specification and procurement practices, including funding, risk assessment, and project management
- Rail transit operating practices, regulations, and theory

Skill in:

- Analyzing and developing recommendations for improving public transit and/or transportation services
- Using transit scheduling, planning or modeling software (e.g. HASTUS, Trapeze, TrainOps, Remix, etc.)
- Creating and/or manipulating GTFS data for the purposes of publishing schedules or conducting analysis
- Creative problem solving and resolution development in situations with stakeholders who have conflicting interests and a variety of backgrounds

Principal Operations Planner

Page 3

- Communicating information and ideas clearly and effectively
- Leading, organizing and reviewing the work of staff
- Writing detailed Standard Operating Plans (SOP's) covering topics relevant to BART's business needs in Operations Planning
- Writing, publishing, and managing comprehensive staffing plans that include BART and its regional bus bridge partners
- Managing teams of volunteers during shutdown activities

MINIMUM QUALIFICATIONS:

EITHER

Experience

A minimum of two (2) year of experience as a Senior Operations Planner with the San Francisco Bay Area Rapid Transit District.

OR

Education

Possession of a Bachelor's degree from an accredited college or university in Planning, Transportation, Geography, Transportation Engineering or a closely related field.

Experience

The equivalent of four (4) years of full-time progressively responsible experience in public transit planning and/or transportation planning, transit technology and systems development, consulting to the public transit sector, and/or academic pursuits related to transit operations, technology, and planning.

Substitution

Additional experience as outlined above may be substituted for the education on a year-for-year basis.

WORKING CONDITIONS

Environmental Conditions

Office environment; exposure to computer screens.

Physical Conditions

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: TBD

Census Code: TBD

Safety Sensitive: TBD

CLASSIFICATION HISTORY

Created : April 2022