



SENIOR OPERATIONS PLANNER

JC: TF232

PB: AFF

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 complex and difficult operations planning duties, including planning and coordinating service during system disruptions; collects, compiles, and analyzes field and other data concerning transit activities; interprets and integrates transit and/or transportation policies; develops and evaluates proposals for planning and coordinating the implementation of transit route and service changes; assists in the preparation, analysis, or evaluation of reports and plans; reviews and interprets legislation and codes; applies computer assisted analytical techniques to evaluation transit and other transportation planning projects; exercises lead supervision over lower level staff as assigned; and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level in the Operations Planner classification series. Employees at this level possess a specialized, technical or functional expertise within the area of assignment and may exercise lead supervision over assigned lower level and contracted staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgement in the performance of all duties. This classification is distinguished from the Operations Planner classification in that it is responsible for independently handling and leading assigned projects and functions, whereas the latter is responsible for performing routine day-to-day Operations Planning functions.

REPORTS TO

Director of Operations Planning or Designee

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

1. Performs operational analysis on train operations and passenger loading; develops recommendations for operational improvement.
2. Plans and coordinates service during system disruptions due to construction, maintenance, or other circumstances; works with other areas within BART and agencies across the region to ensure the operations plans are safe and effective.
3. Plans, coordinates, and provides project management for Bus Bridges during planned service outages due to track repair.
4. Coordinates train service in response to daily maintenance requests and special events.

5. Works with management to develop operating concepts for both rail and bus services operated or contracted by BART.
6. Analyzes historical data and current trends to understand the demand for capacity for transit services, including for rail, bus bridges and/or the Early Bird Express.
7. Coordinates with Procurement Department to advance vendor contracts; reviews contractor invoices for accuracy and monitors contracts for budget adherence; supports the reporting and/or application of grants.
8. Assists in planning, facilitating, managing and monitoring bus bridges.
9. Conducts analysis to evaluate the success of initiatives and programs, like the Early Bird Express initiative, and develops related summary statistics and reports communicating program performance results to internal and external stakeholders.
10. Supports the creation, review and publishing of public schedule information in various formats including General Transit Feed Specification (GTFS), timetables, and ad hoc updates via BART's trip planner.
11. Manages the preparation and promulgation of the Rail Fleet Management Plan
12. Develops and maintains inventory of potential capital projects that respond to capacity needs.
13. Advocates for investments to improve capacity, efficiency and reliability via annual budget contributions, planning projects, and long-range strategy efforts.
14. 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 transportation environment
- 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
- GTFS principals and practices
- Ability to prepare information that supports decisions up to and including the Board of Directors
- Business relationships across the District and their impacts on Operations Planning processes
- Rail transit technologies, systems and practices, with interest in their applicability to BART
- Public-sector specification and procurement practices
- 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
- Communicating information and ideas clearly and effectively
- Leading, organizing , supervising and reviewing the work of junior or interns
- Representing BART in multi-jurisdictional or inter-departmental projects
- Writing and presenting documents and reports that reflect equal understanding among technical, planning, administrative and financial disciplines
- Describing and advocating for investments in capacity and capabilities among all cognizant BART staff

MINIMUM QUALIFICATIONS:

EITHER

Experience

A minimum of one (1) year of experience as an 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 three (3) 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

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of time.

BART EEO-1 Job Group: TBD

Census Code: TBD

Safety Sensitive: No

CLASSIFICATION HISTORY

Created : April 2022

Revised :