City of Chicago Jobs — Transit Operations Coordinator — Chicago, IL, USA

Hiring organization
City of Chicago

Employment Type

Industry
Urban Transportation

Job Location
Chicago, IL, United States

Date posted
November 14, 2026

Valid through
2026-11-28

Description

The Transit Operations Coordinator is one of the urban transportation occupations to understand when exploring City of Chicago careers in Chicago, IL, USA. Typical tasks include tracking daily transit service changes and coordinating route and rider communications, with clear handovers helping the team stay on track. Skills in transport scheduling and service coordination, alongside good communication, make this type of work easier to manage.

Responsibilities

- Track daily transit service changes.
- Coordinate route and rider communications.
- Maintain current schedules and share changes with operational teams.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with transport scheduling and service coordination.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in transport scheduling, academic projects, or related service work provides useful preparation for transit operations coordinator responsibilities.

Skills

transport scheduling, service coordination, reporting, communication, organization, accuracy

Career Information

Explore the City of Chicago official website for organization and career information.