



DISPATCHER

\$4356.00 – \$6086.00 per month + Great Benefits

FRIDAY, OCTOBER 27, 2017 AT 5:00 P.M.

THE JOB: **OMNITRANS**, provider of public mass transit for the San Bernardino Valley in Southern California is recruiting for Dispatcher. This individual will be under general supervision to perform public transportation scheduling, routing and dispatching duties; operates a variety of communication equipment, including two-way radio, telephone, computer mobile dispatch terminal and scheduling systems; creates, maintains and monitors driver schedules; responds to requests for service and provides a variety of information to Agency personnel; and serves as immediate reporting authority of Coach Operators.

- Dispatches public transit buses and Coach Operators in accordance with established schedules for operations or as circumstances may require; reassigns buses and Coach Operators to cover emergencies and higher priority assignments when required.
- Monitors radio traffic and dispatches advice or assistance as appropriate to situation.
- Determines type and number of buses required for dispatch; determines operating status of buses and related equipment and their availability for dispatch.
- Monitors Coach Operators to identify work performance and compliance with rules, regulations, policies and procedures; recommends consultation and/or disciplinary action as it relates to observed performance.
- Monitors and records system performance including timekeeping. Prepares and maintains records and written reports.
- Recommends changes in transit schedules and routes as warranted.
- Recommends procedural modifications and plans for implementations as it relates to vehicle dispatching and related duties.
- Issues, reviews and accepts reports, forms, transfers and equipment.
- Provides vacation and temporary relief as required.

THE REQUIREMENTS: The Ideal Candidate will possess one or more years' experience in the operation of public transit buses comparable to those operated by the Agency, or some similar transit operation experience. Knowledge of Agency routes, schedules, and operating policies and regulations regarding operations, manpower, and vehicle dispatch. Computer Aided dispatch experience a plus; and completion of daily reports, consultations and logs. The strongest Candidate will also possess the skills and abilities necessary to Dispatch buses and coach operators, reroute and reschedule vehicles and manpower as necessary and in emergencies; work effectively under stress, field and/or emergency situations; operate radio equipment and use of ten code system; receive, transmit, and record information clearly, accurately, and legibly; must be familiar with current business operating systems, software and programs; and establish and maintain effective working relationships with others. The selected Candidate will need to **obtain and maintain possession of a valid California driver's license (Class A or B) with air brake and passenger endorsements and a valid Medical Examiner's Certificate**. A safe driving record is required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions for this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear; frequently required to stand, walk, use hands to finger, handle or feel and reach with hands and arms; must occasionally lift and/or move up to 25 pounds; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

SPECIAL REQUIREMENT: Selected candidates must be able to work any specified Shift which may include day, swing, splits, or graveyard shifts, weekends, and holidays. **A CURRENT (30 days or less) California (H6) D.M.V. printout MUST be submitted with the application.** This position is considered safety-sensitive and subject to drug and alcohol testing, including random testing, under Federal Transit Administration (FTA) regulations.

THE SELECTION PROCESS: Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only the most competitively qualified candidates will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Only those applicants who most closely meet the needs of the Department will be invited to participate in the selection process. The selection process may include a combination of written, performance, and oral examinations. The process may also require a pre-assessment evaluation, DOT pre-employment physical examination with DOT drug screening. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment. Further information on career opportunities and applications can be obtained at Omnitrans, 1700 W. 5th St., San Bernardino, CA 909/379-7260 or visit our website at: <http://www.omnitrans.org/about/jobs.asp> **EEO/AA**