



RELIEF DISPATCHER ***INTERNAL ONLY***

\$27.62 PER HOUR (Coach Operator current top step + \$3.00)

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

THE JOB: Omnitrans is recruiting internally for Relief Dispatcher to fill in as needed for scheduled and unscheduled Dispatcher absences. This recruitment will add to the pool to increase availability of Relief Dispatchers. When assigned to this classification, an individual dispatches motor coaches and Coach Operators; monitors radio traffic and dispatches advice or assistance as required; serves as immediate reporting authority of Coach Operators. This position will perform, but are not limited to, the following duties:

- Dispatches motor coaches and Coach Operators in accordance with established schedules for operations or as circumstances may require; recalls motor coaches for re-dispatch to higher priority requirements when required; reassigns motor coaches and Coach Operators to cover in emergencies. Dispatches advice or assistance as appropriate to situation.
- Determines type and number of motor coaches required for dispatch; determines operating status of motor coaches and related equipment and their availability for dispatch.
- Monitors radio traffic and records radio transmissions.
- 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. May recommend procedural modifications and plans for implementations as it relates to vehicles dispatching and related duties.
- Issues, reviews and accepts reports, forms, transfers and equipment.
- Provides vacation and temporary relief as required.
- **Must have actively worked (defined as per MOU Article 27) at least 1700 hours in the previous year as of the date of the recruitment posting.**
- **Must have had no more than six (6) charged absences in the previous year and no more than 2 charged miss outs and/or late call offs in the previous year.**
- **Must have no more than 50 cumulative disciplinary points.**
- **Must have not been assigned PIP training or received any valid customer complaints involving rude, uncivilized or abusive conduct towards passengers.**

THE REQUIREMENTS: The Ideal Candidates' will possess one or more years' experience in the operation of motor coaches comparable to those operated by the Agency, or some similar transit operation experience. Candidates will have the knowledge of Agency routes, schedules, and operating policies and regulations regarding operations, manpower, and vehicle dispatch. Computer data input experience; routing and vehicle/manpower scheduling techniques; two way radio procedures and codes; accident or incident dispatch response procedures; safety principles, practices and regulations; and work performance monitoring techniques. The strongest Candidates will also possess the skills and abilities necessary to read and understand Agency and Departmental procedures, regulations, and operating instructions; provide instruction and guidance in the safe operation of motor coaches and general Agency policies and procedures; analyze situations, related to dispatch, accurately and make appropriate decisions or recommendations; Dispatch motor coaches and coach operators, reroute and reschedule vehicles and manpower in emergencies; work effectively under stress, field and/or emergency situations; operate radio equipment; receive, transmit, and record information clearly, accurately, and legibly; establish and maintain effective working relationships with others. 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. Must be familiar with current business operating systems, software and programs. 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.

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/VET