

CITY OF TAFT

TITLE CLASS: TRANSIT DISPATCHER

SALARY RANGE 25.0

\$1,165.28 - \$1,416.41

BASIC FUNCTIONS:

Responsible for the day-to-day administration of the Transit operation.

SUPERVISION RECEIVED

Works under the supervision of the Assistant to the City Manager and the Public Works Manager

SUPERVISION EXERCISED

Oversees the day-to-day activities of the Transit drivers, as directed by the Assistant to the City Manager and the Public Works Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the day-to-day operations of the fixed route and dial-a-ride programs and reports regularly to department management;

Monitor efficiency of personnel and develop solutions to enhance performance;

Supervise Transit drivers and assist in the evaluation of their performance;

Responsible for maintaining all necessary documentation for California Highway Patrol annual inspection;

Responsible for maintaining accurate log of driver's daily money intake;

Responsible for keeping track of supplies and notifying purchasing agent when necessary;

Maintains driver's records and notifies Personnel Department when medical exams are due;

Participate in internal and external committees and training specific to transit program;

Maintains log on radio and telephone communications, location of personnel and equipment; maintains on-going contact with the responding personnel and keeps them informed of all incoming pertinent information;

Maintains dispatch center work area and equipment in clean and working condition;

Operates radios as needed and assists in radio communications; operates base radio as required;

Operates listed office machines as required;

Composes, types, and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;

Inputs data to standard office and department forms, both manual and automated; makes simple postings to various reports; compiles and tabulates data; Maintains dispatch documents and records; prepares case reports;

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school diploma or GED, with at least one (1) year of supervisory experience;

Prior experience in public transit is preferred. Bilingual is desirable. Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City.

Necessary Knowledge, Skills and Abilities:

(A) Proficient in use of Microsoft Office software; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Some skill in operation of the listed tools and equipment.

(C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

(D) Public contact and problem resolution experience;

(E) Working knowledge of Federal and State grant guidelines;

(F) Knowledge of the City of Taft Transit program;

(G) Able to manage multiple projects;

(H) Able to perform supervisor duties as well as assist staff as needed;

(I) Able to work in all TAT positions (i.e. driver, administrative);

SPECIAL REQUIREMENTS

Valid California Class B Drivers' License, GPPV certificate or School Bus certificate, and DMV medical certificate. Must possess strong written and oral communication skills.

TOOLS AND EQUIPMENT USED

Communications equipment, including computer-aided systems; personal computer including word processing software; copy machine; fax machine; radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of 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. The employee is occasionally required to walk. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. Radio communication from transit drivers as well as ringing phones.

SELECTION GUIDELINES

City of Taft application, rating of education and experience; oral interview and reference check; job related tests may be required including a physical by the City physician.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.