

Gary Public Transportation Corporation

POSTING NUMBER: 04-04212016

Full Time/Union
FLSA Status: Non-Exempt
EEO Category: Technical

POSITION: DISPATCHER
DIVISION: TRANSPORTATION
REPORT TO: DIRECTOR OF TRANSPORTATION
SALARY RANGE: \$14.06-\$17.57 (based on progression)

MAIL RESUME TO:
GARY PUBLIC TRANSPORTATION CORPORATION
ATTN: HUMAN RESOURCES DEPARTMENT
100 W. 4TH AVE., 3rd floor
GARY, IN 46402

EMAIL:
BGaskin@gptcbus.com

FAX:
219-881-2559

SUMMARY: The primary duty of the Dispatcher is to supervise and coordinate activities of buses and bus operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- ✓ Performs duties assigned by Superintendent and Assistant Superintendent of Transportation or Transit Road Supervisor.
- ✓ Marks the work assignment board daily with bus operators and buses.
- ✓ Ensures all runs are filled and operated.
- ✓ Monitors the extra board hours to contain overtime.
- ✓ Operates radio base, maintains and coordinates changes due to closed roads, accidents, etc. and assist bus operators and road supervisors.
- ✓ Maintains lost and found department.
- ✓ Maintains and issues transfers and controls inventory.

- ✓ Notifies police in the event of an accident and when requested by a bus operator.
- ✓ Notifies proper authorities (police, fire, etc.) of emergencies and breakdowns.
- ✓ Checks operators for compliance with dress code and appearance in accordance with rule book.
- ✓ Will answer telephone, provide information, record complaints and commendations, etc. and record calls accordingly.
- ✓ Performs daily vehicle inspections for minor defects prior to pull out to ensure vehicles are operable and available for revenue service.
- ✓ Assigns vehicles to proper route and logs information on the daily operations report.
- ✓ Transports vehicles on non-mechanical (vehicle exchange) road calls in the absence of maintenance personnel.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

The work environment is representative of those an employee encounters while performing the essential duties of the job.

Gary Public Transportation Corp., is an equal opportunity employer, committed to the hiring, advancement and fair treatment of individuals without regard to race, color, religion, sex, sexual preference, age, national origin, ethnicity, disability or veteran status, or any other protected status designated by federal, state or local law.