



Community Action Committee of Pike County

Transit Scheduler/Dispatcher/Driver

Position Overview: Community Action Transit Systems (CATS) Division of the Organization.

Qualifications:

- High School Diploma or equivalent.
- Must complete pre-employment drug and alcohol test.
- Valid Ohio driver's license.

Preference:

- Preference given to those with experience with commercial 2-way radio dispatching.
- Preference given for computer literacy and experience.

Requirements:

- Experience processing invoices, receipts and payments, handling money and making change.
- Able to write clearly and legibly.
- Must possess a working knowledge of time and distance relationships in the boundaries of the service area.
- Ability to do multiple tasks at one given time.
- Ability to handle confidential information in a professional manner.
- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- Proof of up-to-date automobile insurance
- Insurable under agency policy, reliable transportation.
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Deadline: Until Filled

Please complete our application and mail with resume and cover letter to 941 Market Street, Box 799, Piketon, Ohio 45661. Applications are available at www.pikecac.org and at our office in Piketon.

The Community Action Committee of Pike County creates opportunities for individuals and families to reach their highest level of independence and self-sufficiency.

The Community Action Committee of Pike County is an Equal Opportunity Employer/Equal Provider of Services.

Job Title:	Transit Scheduler/Dispatcher/Driver	Department:	CATS
Job Level:	5	Hours:	40 Hours Weekly
Supervisor:	Transit Operations Supervisor	FLSA:	Non-Exempt
Human Resources Director's Signature: _____		Date: _____	
Employee Signature: _____		Date: _____	
Employee Printed Name: _____			
September 2018			

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- Ability to communicate with the public in friendly, courteous, and pleasant manner.
- Work well with minimal supervision.
- Remain calm in times of crisis.
- A signed Standards of Conduct Form
- Proof of up-to-date automobile insurance,
- Insurable under agency policy.
- Reliable transportation.
- Work congenially with others.
- Must be self-motivated.
- Appropriate dress

Essential Job Functions:

- Prepare daily schedules for in county and out-of-county transit trips for the public transit system program and other transportation programs as deemed appropriate.
- Dispatch public transit system via two-way radio system.
- Provide dispatch services for all other transportation programs as contracted.
- Report all vehicle or personnel problems to the Transit Operations Supervisor or Program Director.
- Assist Early Childhood Program staff during emergency breakdown situations.
- Assist Transit Operations Supervisor as a liaison between Transit, Early Childhood and Senior Programs and vehicle maintenance and repair personnel in response to defective equipment reports and all other required daily/weekly/monthly paperwork.
- Assist drivers with completion and submission of defective equipment reports and daily pre-trip inspection reports.
- Substitute bus/van driving as required.
- Establish and maintain passenger files as requested by supervisor and required by funding sources.
- Responsible for establishing a safe work environment and ensuring compliance with Safety Policies and Procedures.

- Accountable to the assigned supervisor for completion of assignments and to high standards of accuracy, attention to detail, and timely completion of work.
- Expectations include a pleasant demeanor, a positive attitude, a willing spirit and team commitment. Must behave and act in ways between and among co-workers that is conducive to team work, cooperation and an overall effort to ensure a pleasant and positive work atmosphere.
- Must maintain a courteous, professional demeanor with customers and maintain a positive reflection of CAC and the Transit Program.
- Adhere to all agency safety policies and procedures.
- Must immediately divulge information to supervisor if convicted of criminal offenses and/or traffic offenses that could affect agency insurance coverage.
- Is aware that social networking sites are banned during work time unless they are program specific and that cell phone usage while driving, as well as excessive use of cell phone during working, non-drive time, is prohibited.
- Must be willing to engage in professional development efforts, including occasional overnight stays, as available to the position and requested by supervisor.

Non-Essential Job Functions:

- Committee assignments

Other Skills/Abilities/Documentation:

- Knowledge of Community Action Programs.

This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.