

## **F/T and P/T DISPATCHER FOR SOUTHEAST AREA TRANSIT DISTRICT**

### **JOB DESCRIPTION/RESPONSIBILITIES:**

- Directs and controls movement of revenue vehicles via radio and computer.
- Communicates clearly, concisely and authoritatively with operators.
- Responsible for coordinating all detours and emergency situations.
- Provides information about services to general public via telephone and social media.
- Coordinates communications between operators, supervisors and maintenance employees.
- Ensures compliance with State, Federal and SEAT requirements. Ensures a safe working environment.
- Becomes familiar with Labor Agreement and ensures work is assigned in compliance with Agreement.
- Completes daily reports and other paperwork as required.

### **REQUIREMENTS/QUALIFICATIONS:**

- HS Diploma or GED.
- Proficient in MS Office suite; previous experience with scheduling and vehicle tracking software is preferred.
- Requires strong communication skills, especially verbal couple with good problem solving skills.
- Ability to work independently, manage multiple tasks and make quick and accurate decisions under pressure.
- Ability to travel for training.
- Valid CT Operators' License.
- Knowledge of SEAT system and service area.
- Subject to drug and alcohol testing under Federal Transit Administration regulations.