



## DISPATCHER/SCHEDULER Job Posting Until Filled

Mason Transit Authority (MTA) is the municipal agency that provides public transportation for people who live and work in Mason County and surrounding communities. Services include bus routes, paratransit, vanpools, specialized van programs, and active community partnerships. Our mission is to **provide transportation choices that connect people, jobs, and community, increasing the quality of life in Mason County.**

MTA is currently seeking a Dispatcher/Scheduler. This position is responsible for receiving requests for transportation, coordinating client trips, trip dispatching, maintaining records, and coordinating drivers and assignments. This position requires the ability to follow instructions and apply acquired knowledge in responding to inquiries and requests to schedule service. This position requires outstanding customer service skills, excellent verbal and written communication skills, diplomatic and concise telephone and radio communication skills when dealing with the public and other employees, the ability to work with minimal supervision, the ability to coordinate demand for transportation with resources available to ensure economical and efficient transit services.

### Requirements/Qualifications:

- Must have a high school diploma or GED;
- Possess strong computer skills/adaptability to varied software;
- Flexibility to work varied days, nights, weekends and holidays;
- Punctuality and reliable attendance are essential;
- Experience in multi-tasking, managing short deadlines, working independently in a fast-paced, sometimes noisy environment, with a strong attention to details;
- Experience in radio communications;
- Experience in passenger transportation, scheduling;
- General knowledge of Mason County geography, must be able to read maps;
- Ability to speak Spanish is a desirable qualification.

Status: Full-Time, Non-Exempt, Safety-Sensitive  
Starting Wage: \$19.62 per hour  
A Six-Month Probation Period begins at the start of training

This position is part of the International Association of Machinists and Aerospace Workers (IMA) District Lodge 160. Employee will be required to join the Collective Bargaining Unit.

MTA is a drug-free and alcohol-free workplace. This position is classified as safety-sensitive under MTA's Drug and Alcohol Policy and is included in random drug and alcohol testing program. Note: MTA is subject to requirements of the Federal Drug-Free Workplace Act and CFR Part 40 & 655, which prohibits the use of marijuana at any time while employed with MTA.

### **SELECTION PROCEDURE:**

The most competitive applicants, who in the judgment of the Administrative Services Manager, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their resume/application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position. ***Passing a skills test may be part of the recruitment process.***

### **HOW TO APPLY:**

To apply, visit <https://jobapps.hrdirectapps.com/applicantform/5557>. **Resumes submitted without a completed application will not be considered.** Note that if hired, union seniority is determined by date/time application was received.

This recruitment is open until filled with first review of resumes on Monday, May 7, 2018. MTA reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

*Mason Transit Authority is an equal opportunity employer  
and does not unlawfully discriminate on the basis of race, gender, wage, color,  
religion, national origin, marital status, veterans status, disability status, sexual orientation,  
or any other basis prohibited by federal, state, or local law.*

*Please let Mason Transit Authority know if you need accommodations  
in order to participate in the application process.*