



(918) 783-5793
Fax: (918) 783-5786

JOB DESCRIPTION

JOB TITLE Pelivan Transportation Dispatcher

PROGRAM Pelivan Transit System REPORTS TO: Transit System Director

JOB SUMMARY: To receive all calls for transportation service and dispatch to drivers for passenger pick-up and drop-off points. Coordinate demand-response routes with area drivers. Coordinate work schedules for area of service. Schedule preventative maintenance as necessary for area fleet as assigned. Input daily drivers logs onto Myleonet system with the Oklahoma Department of Transportation. Maintain office procedures for area dispatch office.

RESPONSIBILITIES AND DUTIES:

- 1) Proper telephone etiquette and official use.
- 2) Receive all telephone calls for transit requests.
- 3) Relay all messages to drivers in timely, effective manner.
- 4) Responsible for knowledge and dissemination of information on routes/schedules/fares and systems use.
- 5) Computer knowledge and data input capabilities.
- 6) Performs required record keeping in timely manner.
- 7) Proper usage of radio equipment.
- 8) Have good general knowledge of vehicle required maintenance.
- 9) Schedule preventative maintenance on City vehicles as deemed necessary. (i.e. oil changes, brake maintenance, transmission, oil and air filters, tires, etc.)
- 10) Maintain list of local mechanics for required maintenance.
- 11) Promote positive community relations and systems usage.
- 12) Promote customer satisfaction.
- 13) Comply with dress code.
- 14) Proper safeguarding/verification of cash or receipt of cash, deposits or receipts of deposits. Verification of coupon sales with inventory of assigned booklets for sale.
- 15) Furnish required reports to Transit Department.
- 16) Be willing to call Transit Director if problems arise.
- 17) Organization skills and ability to multi-task.
- 18) Supervisory skills to manage as a 1st line supervisor for area assigned.
- 19) Other tasks as assigned.