



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

November 7, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Transit Department (Marion Area Transit):**

Dispatcher - This is a part-time position (up to 25 hours per week) with a pay range of \$10.80 - \$14.21 per hour.

- Note:**
- Must be flexible with work schedule.
 - Must have good communication and customer service skills.
 - Must have good computer skills (Microsoft Office Programs)
 - Must have good attendance record.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, November 8, 2018 at 8:00 am
 Application Closing Date/Time: Monday, November 26, 2018 at 4:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 -OR- download from ww.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Officer
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
MARION AREA TRANSIT DEPARTMENT
JOB DESCRIPTION**

Job Title: MAT DISPATCHER
Department: MARION AREA TRANSIT
Reports To: TRANSIT ADMINISTRATOR
FLSA Status: Non-Exempt AFSCME Grade 14
Prepared By: H R
Prepared Date: 05-16-08
Approved By:
Approved Date:

SUMMARY: Provides services to customers, both by telephone and in person, to arrange public transportation. Accurately records and updates service requests as required by ODOT and MAT regulations. Communicates with transit vehicle drivers as needed to provide services timely.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Communicates, by phone and in person, with MAT customers, to arrange transportation via MAT bus; schedules pick-ups using computer program; records dates, times, locations and other data.
- Communicates with customers of commercial bus line and sells tickets.
- Organizes, completes and updates transportation schedules based on service demand and capacity.
- Provides customers with information concerning public transportation and commercial bus transportation.
- Sells tickets, passes and vouchers for MAT services; collects money, makes change and keeps computer and other records of transactions.
- Directs customers to appropriate transit vehicle or waiting area.
- Communicates with MAT drivers by radio; updates schedule changes; monitors route progress and vehicle status; and relays messages or other information. Relays information from MAT drivers to staff members and takes appropriate action based on communications received.
- Follows accident procedures, issues appropriate special signals and codes to drivers as necessitated by conditions and situations.
- Follows rules to make appointments and cancellations; follows all work and safety rules and regulations.
- Solves operational problems within specified, delegated authority and procedures plan. Handles customer problems within similar delegated authority and framework.
- Observes customer and employee actions and transit vehicles at the transportation service center to assure safe and secure operations of the system.
- Performs some minor building maintenance; retrieves supplies.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute, rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Should have knowledge and skill in the use of the Internet; specialized transit programs; Spreadsheet and Word software.

Certificates, Licenses, Registrations: Valid unrestricted Ohio Driver's License. (If used as fill-in Bus Driver must have at least Class C Commercial Driver's License (CDL) and required endorsements.)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

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

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.