
Transportation - Dispatcher(Job Id 3734)

Location: Transportation

Post Date: 01/09/2019

Category: Transportation

Close Date: 01/22/2019

Salary: 26,637.00-31,688.00 USD

Description

Employment:

Transportation

Calendar Days:

260 Days (12 Calender Months)

Educational Requirements:

Any combination of education and experience equivalent to graduation from high school and some experience in transportation is preferred.

Responsibilities:

- Receives, dispatches, and maintains appropriate records and files.
- Communicates with GIS routing specialist(s)
 - Receives incoming telephone calls;
 - Prepares and maintains transportation logs reflecting times buses arrive at and leave locations;
 - Prepares time sheets for computer when work is completed;
 - Opens and distributes inter-departmental mail;
 - Maintains file of telephone call reports;
 - Notifies schools of bus changes
 - Performs related tasks as required.

Other Information:

General knowledge of street system and location and school buildings and facilities; general knowledge of school transportation policies and procedures; ability to record information accurately and quickly; ability to speak distinctly; ability to solve problems within scope of responsibility; ability to deal with the public and drivers in a courteous manner; ability to establish and maintain effective working relationships with associates.

Working Conditions:

This is sedentary work requiring the exertion of :

- *Up to 10 pounds of force occasionally and,
- *A negligible amount of force frequently or constantly to move objects;
- *Work requires:
 - *Fingering,
 - *Grasping , and,
 - *Repetitive motions;
 - *Vocal communication is required for expressing or exchanging idea by means of spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly;
 - *Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions determining the accuracy and thoroughness of work;

continued...

*The worker is subject to noise.

Contact Information:

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Application Procedure:

Your application will remain active for one calendar year in which you apply. You may update your profile by logging back into the online application system. Include any changes in address or telephone number.

Thank you for your interest in Chesapeake Public Schools. We look forward to receiving your application.