

## JOB ANNOUNCEMENT

### WIND RIVER TRANSPORTATION AUTHORITY (WRTA)

#### DISPATCHER - Exempt Position

January 9, 2019

Located in Riverton, Wyoming, the WRTA is seeking applicants for the position of Dispatcher to join our team. The Dispatcher works closely with the Lead Dispatcher to manage the daily bus operations and supervise the WRTA driving team.

**DUTIES AND RESPONSIBILITIES:** Responsible for receiving and scheduling transportation service requests, maintaining radio communications with drivers throughout the day, planning and arranging daily trip schedules, managing transit driver work hours.

Duties include: answering telephone, utilizing specific computer software to schedule and dispatch vehicles and drivers and operation of 2-way radio system to monitor activity/location of drivers and vehicles. Assign drivers and vehicles to fulfill the daily trip schedules and driving buses as needed. Processing vehicle reports and filling in with other tasks as assigned.

Due to responsibilities, the successful applicant must reside in the within 15 minutes driving distance of the WRTA office.

#### SKILLS, EDUCATION AND EXPERIENCE:

- Possess or be willing to obtain Class "B" CDL with Passenger and Air Brake Endorsements within 2 months of employment.
- Pass a DOT physical, drug test and background checks
- Provide dependable transportation to work. Attendance and reliability are extremely important.
- Knowledge of how to operate a computer with Microsoft Word/Excel competency. Interest in expanding computer knowledge a plus
- High School diploma or equivalent
- Learn and understand the Federal, State and WRTA regulations and policies related to public transit
- +2 years CDL driving experience, dispatch and supervisory experience a plus

The ideal candidate will possess the following skills: ability to multi-task, ability to maintain composure in a high energy position, excellent customer service skills, an enjoyment of driving and to maintain a professional, approachable, and cooperative relationship with clients, drivers, and co-workers.

The position includes a 40 hour per week Monday-Friday 11-7. Occasional work may be required on weekends. Salary is \$35K-\$38K annually depending by qualifications and experience, and includes some benefits.

The WRTA is a team with close camaraderie so the successful applicant must enjoy working well with others.

To apply: Please stop by the WRTA to pick up an application or go to [www.wrtabuslines.com](http://www.wrtabuslines.com) for an editable electronic version. Applications should include a cover letter, resume and application. Inquiries can be emailed to: [gary@wrtabuslines.com](mailto:gary@wrtabuslines.com)

Position open until filled. Initial applications must be submitted to the WRTA, located at 2554 Airport Drive, Riverton, Wyoming, 82501 by 3:00 p.m. February 1<sup>st</sup>, 2019.

The WRTA is an equal opportunity employer.