Job Title: Dispatch/Road Supervisor

Salary: $19.63/hr + Benefits

We are looking for a dedicated, motivated, team player to join our team at Transit Management of Ada County as a Dispatch Supervisor. This individual will be assisting management and playing an integral role in the daily operations of the transit system.

We offer stellar Medical/Vision/Dental benefits and a phenomenal 401K option. The total compensation package has the potential to be over 100% of the take home pay.

Summary

Provide both field and office supervision of the daily operations of fixed-line, demand-response and special movement transit services in order to ensure efficient, accessible, and safe bus and van transport services to customers in the Regional Transit Area. Develop, present, and evaluate driver, safety, and/or operational programs.

Education and/or Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; or minimum two years related experience and/or training; or equivalent combination of education and experience.

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.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Attendance/Punctuality

Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability

Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Inventory software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Possess, or have the ability to obtain, Class B CDL with airbrake and passenger endorsements. Satisfactorily pass an annual DOT physical examination showing capability to perform essential duties. Satisfactorily pass a drug test as requested. This position is subject to the successful completion of a criminal background check.

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 talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee will work outside in heat, cold, and wet conditions.

**Transit Management of Ada County is an Equal Opportunity/Affirmative Action Employer. We actively promote a Drug-Free Workplace.**

Job Type: Full-time

Pay: From $19.63 per hour