

DISPATCHER

(1 year term)

The City of Moose Jaw is seeking an individual to serve as its Dispatcher in the Transit Branch. Reporting to the Transit Manager, the Dispatcher is responsible for providing dispatch and scheduling services to the City of Moose Jaw Transit System including but not limited to: answering telephone enquiries, operating the two-way radio, coordinating activities of the Bus Operators, scheduling Special Needs trips, scheduling charter requests, counting cash box and parking meter revenue and assisting with investigations regarding concerns and complaints. If you have the following qualifications, this opportunity will be of interest to you:

- Competition of Grade 12 and a College Business Diploma
- 3-5 years of experience in the transit industry or dispatch environment
- Knowledge of computers, trip scheduling software and other software including Microsoft Office
- Valid Class 4 driver's license and insurable under the City's insurance policy
- Ability to pass vulnerable persons Criminal Record Check
- Strong verbal and written communication skills and able to project clear commands and directions on the two-way radio and telephone
- Strong geographic knowledge of Moose Jaw

This position works a modified 15 hour work week with core hours of work between 3:00 pm and 6:00 pm Monday to Friday. The position also provides coverage of other staff during EDO's and holidays, which would lead to additional hours.

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. April 24, 2017, outlining your credentials, names of references and indicating Competition #17-09, to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or E-mail:

postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.