

DEPARTMENT HEADS AND DIVISION CHIEFS

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PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No: 364-1

Title of Position: Transportation Dispatcher - Transwick (Part-Time)

Vacancy exists in the Human Services

Salary Range: \$14.80 - \$18.69 per hour/19 hours per week

Date Posted: December 29, 2015

Deadline for Applying: January 13, 2016

Remarks: This is an Unclassified/Exempt Position.

Examination Weight: 100% Education and Experience

Physical Examination will be required

Statement of Duties: Under the general supervision of the Senior Services Director and Transportation Planner, will be responsible for working in the Transwick Office as a dispatcher on a daily basis as well as operating buses for the senior transportation system of the City of Warwick. Duties include maintaining and dispatching drivers daily. Inputting driver statistics into the Transwick stat program. Keeping track of incoming tokens from drivers. Track incoming applications and schedule for rides as directed and qualifying new applicants. File all route slips and the pre-ride checklists on a weekly basis. Working closely with Transportation Planner on schedules and routes and meet on a daily basis for route and special run assignments and when necessary fill in for Transportation Planner. Operate a 14-16 passenger para-transit bus for transportation system that services senior citizen and disabled population, and act as a replacement driver when needed. Assisting passengers on and off vehicle with groceries, walkers and wheelchairs. Cleaning and servicing vehicle as may be required and perform pre-ride and end-of-day vehicle checks and notify DPW garage and supervisor of any problems that may exist. Complete necessary paperwork on a daily basis (statistics, fuel, etc.). Delivering buses to vendors for services and performing related work as required.

Education & Experience: Applicants should be high school graduate or have a general education degree (GED); supplemented with six months to one year of work related experience and/or training; or equivalent combination of education and experience.

SPECIAL NOTE: Applicants must possess a valid Rhode Island Driver License and Commercial Drive License/Passenger endorsement. Applicant will also be subject to a Criminal Background check and a Drivers license check for the last two years prior to employment. Negative findings may prevent applicant from being considered.

T.D.D. 739-9150 Telecommunications Device for the Deaf.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER