**Carroll County Transit, a county public transportation system, is currently seeking qualified applicants for a Full-Time Dispatcher/Scheduler position. This position requires knowledge of Carroll County, time and distance relationships of boundaries in the service area, develop routes, schedule appointments, input data and possess computer skills that include Microsoft Office software. Applicants must have a valid Ohio driver's license, clean driving record and ability to meet county insurability requirements. Pre-employment drug screening is required. Interested applicants may pick up an application and job description at 2205 Commerce Drive., Carrollton, OH or at www.carrollcountyohio.us or by calling (330) 627-1900 between 8a.m. and 3:30p.m. Monday - Friday.**

**Applications will be accepted until June 25, 2020 at 3:30p.m.**

Carroll County Transit
PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION PUBLIC TRANSPORTATION
330/627/1900
2205 Commerce Drive ◆ P.O. Box 185 ◆ Carrollton, OH 44615 ◆ Fax: 330-627-1088

Position: Dispatcher Full or Part-Time
Reports to: Operations Manager and IT/Administration Supervisor
Hours: 9:30 a.m. – 6:30 p.m. unless otherwise designated

Responsibilities:

The following descriptions of the requirements of this position are current unless otherwise noted. However, adjustments and changes can be made at any time upon notification and review with the Transit Director.

Duties of this position include but are not limited to:

- Maintain performance standards for Public Transit programs as defined by Federal and State guidelines.
- Answer and direct all phone calls and address all questions from the public with knowledgeable information of public transit
- Schedule trip reservations and handle cancellations
- Maintain computer records including trip reservations, cancellations, fare payments owed, same day add-ons, etc.
- Advise CCT drivers of scheduling changes
- Maintain records of trip denials and complaints
- Directs on road operation of vehicles based on demand
- Have working knowledge of time and distance relationships in the boundaries of the service area
- Develop route assignments for drivers on a daily basis
- Required to seek fill-in drivers whenever necessary to maintain operations (short staffed)
- Create driver's manifest – assigning trips to vans and drivers
- Enter data into computer
- Maintain client computer data base records
- Maintain and increase knowledge of computer systems and any software necessary to perform position
- Advise Transit Director and/or Operations Manager of any scheduling related problems/situations
- Prepare manifests etc. as required
- Interact with drivers to ensure a clear understanding of the route assignments
- Identify any and all issues that deal with operations safety and report this information to the Operations Manager
- Answer any inquiries from general public who may visit transit facility

- Maintain a strong understanding of the transit system
- Attend as required any classes sponsored by various Federal and State agencies regarding operations
- Work as a fill-in driver whenever necessary to maintain operations i.e., illness, vacation, etc.
- Maintain work area and other areas as needed
- Represent the Agency and staff with professional and courteous conduct

Additional Requirements:

- Must be a minimum of 21 years of age with 5 years driving experience
- Must pass (test negative) pre-employment drug and alcohol test
- Must possess necessary operators license and maintain an acceptable driving record
- This is a safety sensitive position and subject to random drug and alcohol testing
- Must pass criminal background check and maintain a clear record
- Must work flexible schedule based on needs of agency
- Must be able to pass physical qualification requirements of Department of Transportation for drivers transporting passengers for hire
- Must not possess a medical or physical condition, including an incurable vision impairment that may impair safe driving, passenger assistance, emergency treatment, or the health and welfare of a passenger or the general public
- Within 6 months of hire, must complete a passenger assistance training course that will be provided by Transit
- Must pass a training course in first aid and CPR with first year of employment
- Must possess the ability to help the consumer to safely enter and exit the vehicle
- Require mobility to stand, stoop, reach and bend
- Perform work which involves lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Must be high school graduate or GED equivalency
- Must be proficient in Microsoft Office programs i.e. Microsoft Word and Excel

_____ _____

Employee Signature Date

# CARROLL COUNTY
# APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

| **POSITION** | | | |
|---|---|---|---|
| Position Applied For | | Date of Application | |
| How did you hear about the position? | | Date available for work | |
| What is your desired salary range or rate of pay? | | | |
| Type of employment desired | Full Time ☐ | Part Time ☐ | Seasonal ☐ |

| **APPLICANT INFORMATION** | | | | | |
|---|---|---|---|---|---|
| Last Name | | First | | M.I. | |
| Street Address | | | | Apartment/Unit # | |
| City | | State | | ZIP | |
| Phone | | E-mail | | | |
| Best time to contact you? | | | | | |
| Have you ever submitted an application to Carroll County? | YES ☐ | NO ☐ | If yes, when? | | |
| Have you ever been employed by Carroll County? | YES ☐ | NO ☐ | If yes, when? | | |
| Are you legally eligible for employment in the United States? | | | | YES ☐ | NO ☐ |
| If you are under 18, can you furnish a work permit? | | | | YES ☐ | NO ☐ |
| Do you have a valid driver's license? | YES ☐ | NO ☐ | State/Number: | | |
| Are you able to meet all of the attendance requirements of this position? | | | | YES ☐ | NO ☐ |
| Are you able to work overtime if necessary? | | | | YES ☐ | NO ☐ |
| Will you travel if the position requires it? | | | | YES ☐ | NO ☐ |
| Do you have any friends or relatives currently employed by Carroll County? | YES ☐ | NO ☐ | If yes, who? | | |

| **EDUCATION** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| High School | | | | Address | | | | |
| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |
| College | | | | Address | | | | |
| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |
| Other | | | | Address | | | | |
| From | | To | | Did you graduate? | YES ☐ | NO ☐ | Degree | |

## EMPLOYMENT HISTORY

*Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

| | | | | | | |
|---|---|---|---|---|---|---|
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |
| Job Title | | Ending Salary | $ | May we contact? | YES ☐ | NO ☐ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |
| Job Title | | Ending Salary | $ | May we contact? | YES ☐ | NO ☐ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |
| Job Title | | Ending Salary | $ | May we contact? | YES ☐ | NO ☐ |
| Responsibilities | | | | | | |
| From | | To | | Reason for Leaving | | |
| Please explain any gaps in employment | | | | | | |
| Have you ever been fired or asked to resign from a job? | | | YES ☐ | NO ☐ | If yes, explain on separate sheet | |

## PROFESSIONAL OR TRADE ORGANIZATIONS

*Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.*

| | | | |
|---|---|---|---|
| Organization | | Office(s) Held | |
| Organization | | Office(s) Held | |

## REFERENCES

| | | | |
|---|---|---|---|
| Name | | Relationship | |
| Phone | | Email | |
| Name | | Relationship | |
| Phone | | Email | |
| Name | | Relationship | |
| Phone | | Email | |

## DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an "*at will*" nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

**DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

| | | | |
|---|---|---|---|
| Signature | | Date | |