



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Transportation Specialist/Lead Dispatcher, (Grant-Funded)
– C05, \$39,395, + LIMITED FRINGE BENEFITS
(Excludes Retiree Health)* **Two Positions Available**

DEPARTMENT: Public Works & Transportation

OPENING DATE: 06-17-21 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Experience: Two or more years of public transportation experience; including supervisory experience and one or more years of dispatch experience

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ♦ Must possess a Commercial Driver's License/CDL with a Passenger endorsement.
- ♦ Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations;
- ♦ Negative drug test result from pre-employment drug screen;
- ♦ Pass extensive background check with favorable results;
- ♦ Successful candidate must provide proof of eligibility to work in the United States prior to employment.
- ♦ Position requires rotating shift work and be available to fill in for all shifts, including weekends and holidays;

JOB SUMMARY: Performs a wide range of tasks to facilitate the effective operations of the County's transportation systems.

DUTIES:

- ♦ Supervises the daily dispatch operations; fulfills daily dispatch duties;
- ♦ Identify rerouting required as a result of traffic. Assist dispatch and maintenance staff with changes that occur in the field;
- ♦ Collaborates with department scheduler in support of effective and efficient bus services;
- ♦ Coordinates and schedules vehicle maintenance; monitors and tracks vehicle; maintenance requirements in coordination with fleet services coordinator;
- ♦ Assists in resolving customer and driver complaints;
- ♦ Provides daily log of activity to supervisor and to assistant supervisor;
- ♦ Communicates regularly with clients and drivers to schedule and coordinate appointments and special needs;
- ♦ Schedules pick-up times for clients' medical appointments and public transportation;
- ♦ Enters data into the computer and keeps records of vehicle mileage;
- ♦ Assist with scheduling appointments for St. Mary's County Government vehicles;

St. Mary's County Government is an Equal Opportunity Employer

- ◆ Ensures transportation system vehicles are in effective running order; adjusts schedules and routes as directed;
- ◆ Collects money; maintains fiscal records; makes deposits and counts daily receipts and completes applicable records;
- ◆ Response to in-service vehicle breakdowns, incidents, and/or accidents and recommend re-training;
- ◆ May be required to substitute drive on the STS routes and performs on-call duty in the evenings or on weekends for STS incidents or accidents;
- ◆ May open or close and lock up facility in evenings and perform other duties as assigned;
- ◆ Conducts driver's orientation, safety, emergency and passenger assistance techniques;
- ◆ Assist with fare collections and deposits, prepares monthly pass and ticket sales, data collection preparation and drivers daily manifest, dispatching route assignments/schedules and serve on staff committees;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to communicate effectively with staff and members of the public;
- ◆ Organizational and money handling skills;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software;
- ◆ Ability to operate an STS bus, equal to or above a 16 passenger Transit bus;
- ◆ Ability to read maps and knowledge of St. Mary's County roads and streets.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort. May perform manual work involving walking over rough, uneven terrain, repeated bending, climbing, crouching, stooping, stretching, reaching, or handling moderately heavy equipment from 30 to 60 pounds. Must also have the physical ability to push/pull, squat twist and turn and have the ability to evacuate people from the bus in the event of dangerous conditions. Position may require rotating shift work of 10 hours per shift.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe workplace practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$39,395 annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

*** Grant employees hired after January 31, 2005 are required to pay 100% of their retiree health plan costs.**

[Click Here for Information: Employee Benefits Summary - May 2021](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or (301) 475-4200, Extension: 71110

APPLY NOW – <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.