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VACANCY

"COTPA and City of Oklahoma City Employees Only"

Applications and resumes will be accepted at the COTPA Human Resources Office at 2000 S. May Avenue, Oklahoma City, OK 73108, Monday through Friday 8:00 a.m. to 4:30 p.m. Applications and Resumes will be accepted from Wednesday, May 21, 2014 through Friday, May 30, 2014.

METRO LIFT SCHEDULER

Pay Range: \$ 17.09 - \$20.52 per hour
Hours: 40 hours per week
Days of Week: Monday through Friday. Some Weekend work may required.
Start Date Desired: May 2014

Job Summary

This job is located in the Operations Division of The Central Oklahoma Transportation and Parking Authority. Employees of this classification perform work of a specialized nature involving skills, knowledge and abilities, which are normally acquired on the job. The work of the Para-Transit Scheduler/Dispatcher involves working with para-transit scheduling software, scheduling client trips, preparing scheduling manifests, and dispatching information and instructions to operators. The successful candidate must adapt to stress involved in the expedient dispatching of personnel to handle urgent situations. Tact and diplomacy are required when communicating with employees, social service providers and the public. This employee works independently, following prescribed procedures with only unusual situations referred to a supervisor. Work is reviewed through client's satisfaction and product appraisal by the supervisor. General job functions include but are not limited to receiving information from clients for the purpose of scheduling trips. The Scheduler/Dispatcher having gathered the necessary information will use the scheduling software to schedule trips and produce daily driver manifests.

The employee will perform certain clerical tasks using a personal computer using various computer software packages, including Trapeze, Microsoft Word and Excel. The employee will also use an office copier, fax machine and communicate with other administrative and supervisory personnel via email. The employee will deliver instructions to drivers using face-to-face communication, telephone, and two-way radio transmission.

Job Requirements

- Willingness to assume responsibility for decisions made.
- Skill in verbal communication.
- Skill in recording information accurately.
- Skill in relaying information accurately.
- Knowledge and ability to obtain pertinent information.
- Knowledge and ability to communicate with tact and diplomacy.
- Knowledge and ability to read maps and street atlas.
- Knowledge and ability to operate telephone.
- Ability to learn.
- Knowledge and ability to perform general clerical tasks.
- Knowledge and ability to follow detailed instructions.
- Skill in operating a personal computer using various Windows software programs.

- Willingness and ability to maintain confidentiality with client and personnel information.
- Ability to read, write, and communicate in English effectively.

Physical Requirements

- Near vision enough to read maps, log sheets, and written correspondence.
- Speech enough to communicate clearly and distinctly in English.
- Hearing enough to understand telephone and two-way radio conversations in a noisy environment.
- Arm-hand steadiness and finger dexterity enough to operate office equipment such as two-way radio, telephone, TDD, personal computer, fax and office copiers.

Working Conditions

- Primarily indoors, subject to sitting, standing, walking, or using a telephone for extended periods of time.
- Subject to continuous exposure to light and glare from a CRT or monitor.
- Subject to frequent low level noise of a keyboard, ten-key, copying machine, telephone, and other office equipment.
- Subject to working in a confined area in close proximity to others with frequent interruptions.
- Primarily inside a climate controlled environment

Physical Requirements

- Near vision enough to verify information such as written and machine generated documents, maps, log sheets, etc.
- Speech and hearing enough to communicate clearly and distinctly in person and by telephone in English.
- Hearing enough to understand telephone conversations in a noisy environment.
- Arm-hand steadiness and manual finger dexterity enough to operate equipment such as a telephone, TDD, personal computer and to file documents.

Additional Requirements

- Successful applicant will be required to pass a pre-employment physical that will include a urine drug screen.

Fringe Benefits

Vacation	104 hours upon completion of one year.
Sick Leave	80 hours per year accrued bi-weekly.
Holidays	10 regular holidays.
Injury Insurance	Effective day of employment.
Retirement	After 6 months, jointly paid by COTPA and employee.
401 Retirement Plan	Employee contribution matched by COTPA up to \$1,000 per year
Credit Union	Full banking services.
Life Insurance	COTPA provides \$18,000 term coverage.
Health Insurance	Upon completion of thirty days, Plans are available for employee and dependents.
Dental Insurance	Upon completion of thirty days, COTPA pays premium for employee coverage; dependent coverage available at low rates.
Disability Plan	Short term payable at \$250 per week.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER