



Class Summary

The responsibilities of this classification include ensuring operational readiness and efficient use of transit coaches and trolleys, assigning coaches to routes and maintaining coach availability for scheduled maintenance.

Distinguishing Characteristics

This is a standalone classification. Work involves ensuring the efficient and effective use of coaches to comply with transit service and equipment maintenance requirements. Work includes dispatching and assigning equipment to routes at an assigned transit base location; tracking coaches operating on assigned routes; monitoring coach mileage for adherence to maintenance intervals and schedules; and maintaining the logical and accessible layout of vehicles in the bus yard. Work requires compliance with all applicable federally mandated safety-sensitive requirements. Work is performed under the general supervision of higher-level vehicle maintenance supervisors.

Examples of Duties (May vary by position)

1. Assign coaches to routes to meet transit service requirements and maximize coach availability; check vehicle records to ensure all coaches leaving the base have been properly fueled and any scheduled maintenance has been completed; assign coaches in a manner that they remain within scheduled maintenance and inspection mileage.
2. Ensure coaches are available for scheduled preventive maintenance, cleaning and other repairs; maintain updated lists as required to ensure work is completed with a minimum disruption of service and optimize equipment availability.
3. Conduct physical inventory of the base yard throughout shift to determine and verify equipment availability and location.
4. Coordinate base-to-base coach transfers; reorganize bus yard layout as required to provide a logical and easily accessible equipment arrangement.
5. Provide general assistance to operators to ensure timely coach departures; assist by fueling vehicles or assigning a new coach when required.
6. Monitor fuel supplies; maintain and reorder related supplies as required.
7. Maintain all associated records; enter and extract data using an automated vehicle maintenance system; prepare reports as requested.
8. Perform other duties as assigned.

Knowledge/Skills

Knowledge of the inventory of coaches available and routes operated out of assigned base

Knowledge of coach maintenance, servicing schedules and intervals

Knowledge of base operating policies, practices and procedures

Knowledge of basic equipment servicing

Communication skills

Customer service skills

Interpersonal skills

Driving skills

Basic computer skills required to enter and extract information from automated vehicle maintenance systems and related software applications

Skill in basic mathematics

Skill in working with a variety of individuals from diverse backgrounds

Skill in establishing and maintaining effective working relationships

Licensing, Certification and Other Requirements

Washington State Driver License

Commercial Driver License with appropriate endorsements as required

Must pass a post-offer, pre-employment physical examination

Must pass drug and alcohol testing provisions for safety sensitive positions as required by the U.S. Department of Transportation, 49 CFR Parts 40 and 655

Willingness and availability to work different shifts on weekdays, nights, weekends and holidays

This is a classification specification and not an individualized job description. Additional minimum qualifications may be established for individual positions based on business needs and are specified in position announcements as appropriate.

FLSA Designation	Non-Exempt
Service Status	Career Service
Levels within same series	None
Class History	Updated 10/2010 Updated Description; changed format Changed Title: Equipment Dispatcher