

**Job Vacancy Notification**

Department: Dispatch

Date: November 7, 2024

Position Job Title: Permanent Part Time Night Dispatcher

Pay Range: Hrly

Title of Supervisor: Dispatch Supervisor

**Position Summary:**

- Normal working hours are a combination of the following shifts:  
(1) 24 Hour Shift, Saturday or Sunday, 6:30 a.m. – 6:30 a.m.  
(2) 8 Hour Shift. Either 2:30 p.m.– 10:30 p.m. or 10:30 p.m. – 6:30 a.m.(Mon-Fri)
- Holidays are 12 hour shifts.
- All 16 or 24 hour shifts will be paid REGULAR TIME, NOT OVERTIME. (This is an exception to our Policy Manual Section 12.16)
- Responsible for answering the telephone and radio
- Keeps up with orders printed from main office, making sure Workflow is updated in CIS Service Order System and assigned to proper Department.
- Updates orders when approved by the State and Building Inspector
- Types Security Light Maintenance Orders as required by customers
- Types any other type of Maintenance Order as deemed necessary after conversation with customers
- In case of emergency at night, directs the Standby Service Crew to the trouble and notifies Standby Supervisor if more help is needed
- Contacts Dispatch Supervisor if more help is required for answering the phone in emergency situations
- Does require Scanning and Filing of Service orders
- Types trouble calls into OMS (Outage Management System) during light out situations
- Uses IVUE/CIS (Customer information system) for looking up customer information and checking for outstanding service orders
- Operates the SCADA system (Supervisory control and data acquisition system) and does SCADA Operations as requested by Lineman or Switching Supervisors
- Make sure all gates are shut, door locked, and alarm system is on

**Minimum Required Qualification:**

- High School Diploma or GED
- Computer literate
- Microsoft programs (Word and Excel)
- Must be able to work well with the public and other employees
- Must be able to work in a team-oriented environment
- Must be willing to work overtime when necessary

An applicant for the job vacancy described above shall submit a resume to [jobs@mygea.net](mailto:jobs@mygea.net) by close of business Thursday November 14, 2024, to be considered.