



Denver Transit Operators (DTO) is a privately held company that has a 29-year contract with the Denver Regional Transportation District (RTD) to operate and maintain the new commuter rail system within the Greater Denver Metro area. We currently have a full time opportunity for a **skilled and experienced Crew Dispatcher**. We are seeking a committed individual that is responsible for creating and assigning schedules and job assignments for the Train Operators.

**As the Crew Dispatcher some of your duties will be to:**

- Responsible for creating schedules, making changes and/or updating information into the HASTUS system
- Coordinate the job assignment process, such as, posting open bids and employee schedules, filling schedule vacancies and processing time off requests
- Ensure Daily Train Assignment (DTA) forms are completed and copies are provided to the Operations Control Center (OCC) and Transportation Supervisors; update DTA's as necessary
- Provide daily communication on all matters with OCC
- Responsible for maintaining the Crew Dispatch phone line and providing necessary information to the Transportation Department
- Observes Assess-fitness-for-duty of operators reporting for work
- Ensure Container of Current Rail Operating Conditions (CCROCs) are available in the system for Train Operators and Supervisors
- Assign and retrieve all equipment and tools, such as, radios, batteries, keys, etc.
- Tag and log lost and found items for RTD
- Open bidding process for Train Operators and Supervisors and assist them with self-service system. Create bid sheets, rosters, and job assignments to form new schedules.
- Review documents (i.e. incident reports, hours of service, etc.) and enter information into HASTUS
- Assigning and tracking non-revenue company vehicles to Train Operators and Supervisors to transport members to their destination
- Knowledgeable of all rules, regulations, and contractual obligations governing day-to-day operations
- Assist with training of all new Spare Crew Dispatchers/Crew Dispatcher employees
- Complete all other duties as assigned

***Minimum Qualifications:***

- High School diploma or GED
- 3 years of relevant work experience in a dispatch or scheduling position required; industry experience in commuter or transit systems preferred
- Proficiency in MS Office, especially Excel and scheduling software applications required; HASTUS experience is preferred a plus
- Strong attention to detail and ability to prioritize and accomplish multiple tasks with minimal supervision
- Ability to work in a fast paced, demanding environment.
- Ability to take initiative and use sound judgement
- Strong written and verbal communication and critical thinking skills
- Must be able to maintain confidential information



- Willing and able to work a ~~shift-based~~shift-based schedule.
- Must be eligible to work in the U.S. and successfully pass a pre-employment background check, drug and alcohol screening and be willing to comply with the DTO Drug and Alcohol Policy

~~If you are an individual who loves a fast paced environment, is motivated to work in a startup and growing organization, then please apply at [www.denvertransitoperators.com](http://www.denvertransitoperators.com).~~

Applicants who are authorized to work in the US will only be considered for this position. DTO is an Equal Opportunity Employer.