

# Crew Dispatcher

Full Time Clerical

Denver, CO, US

Today Requisition ID: 1571

Apply

**Salary Range:** \$30.00 To \$34.00 Hourly

Denver Transit Operators is seeking a detail-orientated and safety focused Full-Time Crew Dispatcher to coordinate daily Train Operators' assignments and ensure compliance with FRA regulations. The Crew Dispatcher plays a vital role in supporting Transportation Operations by managing crew schedules, administering Hours of Service (HOS) requirements, overseeing bid process, and maintain real time communication with the Operations Control Center (OCC). This position requires strong decision-making skills, sound judgement, and the ability to perform effectively in a fast-paced, safety sensitive environment.

## ***Description of Duties:***

*The Crew Dispatcher is responsible for, but not limited to the following:*

- Create, update, and maintain Train Operator schedules in the HASTUS system.
- Assign daily Train Operator assignments.
- Manage schedule changes due to absences, call-offs, vacations, training, and operational adjustments.
- Process time-offs request in accordance with policy and contractual agreements.
- Post open bids and administer the train operator bidding process.
- Create bid sheets rosters, run cuts, and job assignments for new service schedules.
- Assist operators with self-service systems for schedule review and submissions.
- Monitor and enforce compliance with Federal Railroad Administration (FRA) Hours of Service regulations.
- Identify potential HOS violations and proactively mitigate compliance risks.
- Review and validate HOS documentation and reporting.
- Maintain records related to crew assignments and compliance audits.
- Ensure Daily Train Assignment (DTA) forms are accurate and distributed to OCC and Transportation Supervisors.
- Provide continuous daily communication with the Operations Control Center (OCC).
- Assess fitness-for-duty of operators reporting for work and escalate concerns as appropriate.
- Ensure Container of Current Rail Operator Conditions (CCROCs) are updated and accessible.
- Support incidents documentation and enter relevant data into HASTUS.
- Assign and retrieve radios, keys, company vehicles and other operational tools.
- Maintain accountability logs for distributed equipment.
- Log Lost and Found items in accordance with RTD procedures.
- Assign company vehicles for operational needs.
- Maintain knowledge of labor agreements, operating rules and company policies.

- Support audits and regulatory reviews as needed.
- Perform additional duties as assigned to support Transportation Operations.

***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 Microsoft Office Suite, particularly Excel.
- Working knowledge of scheduling software, HASTUS experience highly desirable.
- 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.
- Willing and able to work a 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.