

POSITION ANNOUNCEMENT

Open Position: Dispatcher (part-time)

Application Deadline: For full consideration, 4:30 p.m. on Wednesday, October 11, 2017

Applications are being accepted for the part-time position of Dispatcher through 4:30 p.m. on Wednesday, October 4, 2017. This position will be scheduled on 3rd shift (10p to 6a) on alternating Thurs/Fri and Sat/Sun, averaging 16 hours/week (includes holiday work). The Dispatcher assists operations, engineering and customer relations personnel in performing technical work involving radio dispatching and operation of the Electrical, Water/Wastewater and Fiber Optic systems during regular office and non-office hours. The duties for this position include:

- Performs radio dispatching for electric line and service crews, water/wastewater service crews, fiber crews and customer service personnel.
- Operates electric and water/wastewater SCADA systems, NISC customer database software, Milsoft Outage Management System and GIS.
- Interacts with customers regarding billing, work notifications and trouble reports.
- Interacts with electricians and contractors regarding scheduling and system work.
- Coordinates outage notification and restoration of electric service, water/wastewater services and fiber services.
- Performs minor switching of the electric system.

Requires computer proficiency and the ability to become competent with utility software, Microsoft Word and Excel software. Requires communication skills that ensure clear and effective transfer of information to employees and customers. Must be able to acquire knowledge of BGMU policies and knowledge of the BGMU service area. Requires the ability to receive, transmit and carry out complex oral and written instructions; work on short notice at times; stay alert and productive in a solitary work environment; and remain calm during high stress conditions.

Minimum requirements: A high school diploma or graduate equivalency.

Preferred characteristics: 24 hours of college coursework in an engineering discipline or vocational school training in an engineering or electrical field of study.

APPLICATION INSTRUCTIONS

Applicants must submit a BGMU Employment Application. The form is available on our website (www.bgm.com) within the Careers area and is also available at our 801 Center Street office in downtown Bowling Green. Résumés may accompany the application, but résumés alone will not be accepted. This position is open until filled, but full consideration will be given to applications received by 4:30 p.m. on Wednesday, October 11, 2017.

All qualified individuals may apply by submitting the BGMU Application for Employment by:

1. Email to employment@bgmu.com (place "Dispatcher" in subject line).
2. Fax to 270-782-4565.
3. Mail to Attn: Human Resources – Dispatcher, Bowling Green Municipal Utilities, P.O. Box 10300, Bowling Green KY, 42102-7300.
4. Deliver application materials to the receptionist at 801 Center Street.

BGMU is a Kentucky Certified Drug-Free Workplace and an EOE AA M/F/Vet/Disability Employer who recruits, hires, trains, and promotes persons without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by law. Minority and female applicants are encouraged to apply.