

Job Vacancy Notification

Department: Dispatch

Date: 02/04/2026

Position Job Title: Full Time Night Dispatcher

Pay Range: Hourly

Title of Supervisor: Dispatch Supervisor

Position Summary:

- 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.
- Enter Security Light Maintenance Orders into the system as required by customers.
- Enter any other type of Maintenance Orders into the system as deemed necessary after conversation with customers.
- In case of emergency at night, direct the Standby Service Crew to the trouble and notify 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, doors locked, and alarm system is on.

Minimum Required Qualification:

- High School Diploma or GED
- Proficient with computer systems and software
- Microsoft programs (Word and Excel)

Interested candidates can apply by submitting a resume to jobs@mygea.net by 2/11/2026 by 12:00 PM.