

Code: 8320
Operation and Construction Service
Street, Water, Sewer and Disposal Group
Water and Sewer Maintenance and Construction Series

CLASS TITLE: Materials Dispatcher

CHARACTERISTICS OF THE CLASS: Under general supervision, dispatches trucks, equipment, and materials to construction sites; and performs related duties as required.

EXAMPLES OF DUTIES: Dispatches trucks, equipment, and materials to construction sites related to the repair, maintenance, and new installation of sewer lines, water mains and appurtenances; prepares reports identifying the quantity and types of supplies and equipment issued; records the location of crews, equipment, and trucks; contacts vendors to determine and confirm delivery dates, times, and addresses; receives load tickets and reconciles the information contained on the receipt form with internal records; prepares timely and periodic reports identifying the total cost of supplies issued and the amount of materials in inventory; responsible for the efficient, effective, and timely dispatch and distribution of assigned materials, equipment, and supplies; coordinates the dispatching of motor trucks with materials processing plant; coordinates the order, delivery, and receipt of materials, equipment, and supplies with vendors and/or central headquarters; prepares motor truck schedules to ensure and effective and efficient distribution and utilization of trucks and equipment; receives complaints from the public and sends these complaints to the proper agency; receives notification of emergencies and directs the most near available field crew(s) to the emergency sites.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. One year of dispatch experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of geographic locations within the City. Good knowledge of dispatch equipment.

Ability to communicate instructions simply and clearly. Ability to exercise tact and courtesy when using telephone or radio. Ability to prepare reports and maintain records.

Working skill in the use of dispatch equipment.

December, 1990