

Allied Asphalt Paving Company

Position Title: Plant Dispatcher

Department: Plant Operations

Reports to: Plant Manager

Exempt ☐

Non-Exempt ☒

I. Primary Function: (Describe the purpose of this position to the Department/Function. State in terms of objectives and primary goals. What is the reason this position exists?)

The dispatcher is responsible for monitoring and recording all incoming and outgoing materials and trucks at the plant. To enter all trucks into the computer system, answer all phone calls and record daily asphalt orders.

II. Major Duties and Responsibilities: (Describe the 5 essential activities performed in carrying out the objectives of the position, including: significant tasks, responsibilities, projects and decisions.)

- Check in/out all trucks picking up/dropping off material at the plant.
- Take all telephone/fax orders for the current and next day's production.
- Coordinate with customers for timely pick-up of materials.
- Processing of all cash, check, and credit card transactions on a daily basis.
- Prepare and fax daily ticket count to main office.
- Prepare daily reports of plant production and send e-mail regarding daily plant production.

III. Additional Responsibilities: (List additional non-essential duties which are nevertheless typically performed by the job incumbent. This is a list of some, but not all responsibilities.)

- Maintain inventory and order major materials.
- General cleaning of offices/bathrooms as necessary.
- Monthly safety inspection of plant.
- Report to IDOT if an IDOT job is planned for the next day.
- Record time for plant personnel.
- Coordinate with other plants and the main office regarding material trucks for the next day.

IV. Required Skill/Knowledge: (What specific types of skills/knowledge are required to perform the job? What kind/amount of experience is required?)

- Proficient with Microsoft Office products ability to climb, and lift 50lbs.
- Proven ability to work on multiple projects simultaneously and effectively.
- Strong written and oral communication skills across all levels of the organization.
- Strong interpersonal, organizational, and project management skills.

V. Preferred Skills/ Knowledge: (Ideal skill set)

- Demonstrated problem solving skills and dealing with ambiguity.
- Thorough knowledge of company product, policies and procedures.
- Ability to effectively manage conflict.

VI. Education Level / Required Certification:

High School diploma (or equivalent)

VII. Problem Solving: (What are the day to day challenges or problems encountered in completing the objectives of the position? Describe the variety and complexity of the problems and the nature of any creativity which may be applied on a regular basis?)

Multi-tasking: The dispatcher will be required to perform multiple tasks simultaneously. Completing all tasks correctly and efficiently is a necessary requirement of the position

Time management: Many of the daily tasks of the dispatcher need to be begun or completed by a certain time each day. Being able to effectively plan out the tasks of the day will allow the dispatcher to complete everything on time.

VIII. Internal/External Contacts: (Describe the nature, reason, frequency of contacts with others made in the performance of the job.)

Internal: Plant personnel, Asphalt foreman/supervisor, QC department, office personnel, Plant Manager.

External: Customers, vendors, IDOT, drivers, bank tellers and delivery personnel: as needed to process incoming deliveries to the plant

IX. Supervisory Responsibility/ Authority to: (Total number of exempt and non-exempt reports. Authority to make what types of decisions.)

Can direct Plant Support Staff while on-site.

Ability to shut down machines and production due to safety concerns.

X. Promotional Opportunities: (Possible Career Path)

N/A

XI. Job Share Yes ☐ No ☒

XII. Additional information:

Valid driver's license and proof of current auto insurance. Must be comfortable handling large amounts of cash and depositing at bank daily.

Approvals:

Team Member _____

Date _____

Department Manager _____

Date _____

Human Resources _____

Date _____