

DISPATCHER

The **Dispatcher** is responsible for all dispatch activities related to Plote Construction Teamster employees and hourly broker trucking.

Major Duties and Responsibilities:

- Schedule and dispatch teamsters, equipment, or service vehicles to appropriate locations according to customer requests and specifications. Prepare daily work and run schedules.
- Responsible for DOT and fleet safety regulatory compliance.
- Oversee all communications and relay messages and information to or from work crews, supervisors, and field inspectors.
- Confer with supervising field personnel in order to address questions, problems, and requests for service or equipment.
- Relay messages and information to or from work crews, supervisors, and field inspectors as needed.
- Contact shop for necessary repairs in order to restore service and schedules.
- Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules.
- Enter teamster time in Viewpoint Occasionally assist the Plote Family with special requests.
- Handle requests for minor building issues.

Required Skill/Knowledge

- Five to ten years prior experience dispatching for a heavy highway and road construction company.
- **Previous experience in pulling proper permits required.**
- Knowledge of DOT/Federal Motor Carrier rules/regulations, GVW's and state regulations regarding height and weight maximums.
- Familiarity of heavy highway equipment and trucks.
- Demonstrated ability to multi-task across several projects.
- Working knowledge of Microsoft Office including; Outlook, Excel and Word.
- Self-directed and motivated with effective leadership skills.
- Knowledge of winch operations, hazmat transport and placarding.
- Knowledge of hydraulics, electronics, gas and diesel machinery.