



Dispatcher Job Description

BASIC FUNCTIONS OF THE JOB (SUMMARY): Plans, directs and evaluates the activities of those he/she supervises and the effective and efficient operation of the redi-mix plants.

ESSENTIAL FUNCTIONS:

1. Takes orders for concrete and prepares the order for delivery.
2. Handles dispatching duties and assigns drivers to make deliveries.
3. Communicates effectively with customers, co-workers, vendors and public.
4. Maintains regular attendance and works mandatory over-time.
5. Coordinates activities/materials with people in other departments and with sub-contractors and works cooperatively.
6. Operates equipment, tools and machines as needed.
7. Responsible for training and developing those under his/her supervision.
8. Sets example (leadership) for others by exhibiting proper behavior related to production and safety.
9. Observes and assesses the performance of those he/she supervises.
10. Makes recommendations for continuous improvement and coaches those he/she supervises for improved performance.
11. Keeps owners informed and consults owners as needed.

NON-ESSENTIAL FUNCTIONS:

1. Operates mobile equipment to fill bins/hoppers.
2. Makes repairs to equipment/machines.

QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

1. Ability to read, write and understand verbal and written instruction.
2. Ability to direct the work of others.
3. High school diploma or equivalent.
4. Ability to lead by example – productivity and safety.
5. Able to visually observe the performance of others.
6. Able to sit, stand, walk, crawl, kneel, bend, grasp, grip, lift, pull, push, squat and reach continuously. Including ability to climb stairs and ladders.
7. Possesses understanding of the qualities and characteristics of concrete and how to properly mix concrete to meet specifications of various orders.
8. Able to operate various hand tools and motorized equipment.