

**TRUCK AND EQUIPMENT DISPATCHER (3586)
TASK LIST 2017**

Scheduling Jobs

1. Communicates with equipment requesters, such as Construction and Maintenance Supervisors, Electrician Supervisors, Labor Supervisors, and Carpenter Supervisors over the phone, in-person, or through email, to discuss upcoming jobs, which require equipment, operators, and/or drivers to complete, the location of the job site, verifies whether personnel and/or equipment is still needed for a job, and makes equipment recommendations in order to determine the schedule and priority of the job and whether the type of equipment can be provided.
2. Writes a hardcopy job ticket to fulfill requests for equipment and/or operators needed for jobs, which outlines job information such as the type(s) of equipment that will be used, the work order number, the location of the job site, the time and date of job, and the job site supervisor's name and phone number in order to assign Equipment Operators, Power Shovel Operators, and Heavy Duty Truck Operators to jobs and document requests for equipment.
3. Performs a job walk by visiting the job site to inspect the location prior to the start of an upcoming job to determine equipment capabilities based on workspace considerations such as overhead restrictions or clearance limitations and to identify any special needs or accommodations such as permits required or trucks needed for loading or offloading equipment or assigns an Equipment Operator or Power Shovel Operator to perform a job walk in order to fulfill the needs of the job and ensure compliance with local, state, and federal regulations.
4. Assigns equipment, such as forklifts, cranes, rollers, graders, gradalls, trucks, and bulldozers to jobs based on findings from job walk, taking into consideration whether and to what degree the job involves public health or safety, and whether the equipment requires routine maintenance, upgrades, or repairs in order to ensure that the equipment can be operated safely.
5. Schedules the work of operators and the use and delivery of equipment, taking into account the priority and difficulty level of each job, the skill set needed to complete the work, the availability and workloads of operators, and the capabilities of the equipment in order to ensure that the job receives the appropriate level of technical expertise and is can be completed in a timely manner.
6. Schedules for the transportation and delivery of supplies and materials such as paper towels, reels of electric wire, barrels, or drills, and specialized equipment such as transformers, water pipes, or electric power poles, upon request from field line

crew supervisors such as Construction and Maintenance Supervisors, Electrician Supervisors, Labor Supervisors, and Carpenter Supervisors in order to restore or maintain infrastructure.

7. Communicates with Truck and Equipment Dispatchers at other yards, by phone or via email, to request equipment when shorthanded or to inform them of the status of equipment availability in own yard in order to maximize available resources.
8. Determines whether extra equipment such as cranes, forklifts and/or other trucks will be needed to offload or load equipment, by considering job information such as location, accessibility, and workspace considerations such as clearance limitations or weight and by contacting appropriate departmental personnel in order to ensure a safe and efficient work operation.
9. Records the use of vehicles and equipment including pickup trucks, off-road, and heavy transportation equipment by updating the Department's Fleet Services database in order to track which vehicles and equipment are being used and which are available for use.

Rental Equipment

10. Contacts vendors with approved rental contracts over the phone and through email, in order to determine if resources including equipment, vehicles, or operators are available and to schedule delivery when Department equipment is not available for a job.
11. Utilizes the Department's electronic Fleet Management database to monitor contract expenses, create work orders, charge internal customers from the Power or Water system divisions, and review rental customer invoices in order to ensure billing accuracy and to provide justification for the rental of equipment and services.
12. Visually inspects rental equipment once received before assigning it to end-user to document pre-delivery condition by checking for any signs of damage not associated with normal wear such as dents, leaks in the engine, or broken windows in order to ensure equipment meets departmental standards and is safe to place in service and re-inspects equipment upon return to identify any damages incurred during the rental period.
13. Reviews invoices received from vendors for billing accuracy and damage-related charges and reconciles or disputes charges based on damages identified during

secondary inspection and bills end-user from respective Power or Water system divisions when necessary.

Permits

14. Determines whether to secure extra-legal load permits from Caltrans or other corresponding entity with jurisdiction over the desired or necessary route for vehicles and/or equipment based on criteria including whether the load involves hazardous materials such as ammonia, oxygen, flammable gas, compressed gas, or aerosol cans or if the route includes overpasses, in order to ensure a permit is secured when necessary and ensure compliance with local, state, and Federal regulations.
15. Acquires extra-legal load permits, when necessary, by submitting required information such as the type of hazardous materials being transported, dimensions of equipment, origin and destination, and preferred routings based on standardized routes on maps to Caltrans or corresponding entity with jurisdiction over the desired or necessary route, over the phone, via fax, or in-person, in order ensure compliance with local, state, and Federal regulations.
16. Organizes equipment and machinery permit documentation including original copies of permits, copies of updated annual permits, and other supporting documents into their respective files in order to maintain a complete and accurate record for reference in the case of an audit, accident investigation, or when planning similar routes in the future.

Routes/ Dispatching Loads

17. Schedules a dry run after obtaining extra-legal load permits, by assigning a Heavy Duty Truck Operator to examine the route prior to the start of a job to identify any unforeseen issues with the route such as obstructions to the job site caused by trees or construction work, and proposes an alternate route to the corresponding entity with jurisdiction when necessary, in order to verify that the route is safe for a job.
18. Reviews shipping documents including the load manifest, for accuracy and completeness, in cases where hazardous materials such as ammonia, oxygen, flammable gas, compressed gas, or aerosol cans are being transported, in order to ensure compliance with local, state, and Federal regulations.

Safety

19. Meets with staff in weekly safety meetings or safety tailgate meetings to discuss safety topics such as case study examples of near misses and/or accident reviews as it applies to work, Safety Data Sheet information, and personal safety in order to

increase safety awareness and ensure compliance with California Occupational Safety and Health Administration (Cal/OSHA) regulations and requirements.

20. Enforces safety policies such as the use of appropriate personnel protective equipment by observing employees in the field during scheduled and unscheduled visits to job sites and immediately informing personnel of any rule they may be in violation of and taking appropriate corrective action when necessary in order to promote safe practices and ensure compliance with safety requirements and regulations including but not limited to California Occupational Health and Safety Administration (Cal/OSHA) requirements and regulations.

21. Responds to safety related issues such as the need for shoring to keep soil from collapsing and filling a trench by discussing the issue with the job site supervisor or operators on staff and scheduling emergency pickup, delivery, and removal of supplies, materials and specialized equipment in order to address the issue and ensure it is resolved in a timely manner.

Supervision

22. Communicates with job site supervisor over the phone regarding their role and responsibility in supervising operators and discusses any issues that arise such as job site problems relating to obstructions or access in order to facilitate the job.

23. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.

24. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.

25. Trains employees through various means such as using videos, explaining and demonstrating work procedures or inviting technical guest speakers to training sessions, and documents training and observes employee performance to ensure employees are properly trained and to determine additional training needs in order to ensure employees can successfully perform their job duties and do so in compliance with Department standards.

26. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
27. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
28. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.
29. Communicates activities of unit with other supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
30. Reviews and approves employee timesheets including employee requests for time off in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation by comparing reported time to information from job ticket.
31. Evaluates job candidates for positions such as Equipment Operators, Power Shovel Operators, and Heavy Duty Truck Operators in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and Personnel policies including the Rule of Three Whole Scores.

Other

32. Prepares salvage equipment for disposal through contract auction by contacting Fleet Engineering to begin staging the equipment and scheduling equipment pick up by auctioneer in order to facilitate asset management.