

**TRUCK AND EQUIPMENT DISPATCHER (3586)**  
**TASK LIST 2020**

**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, including but not limited to the equipment, operators, and/or drivers necessary to complete the job, the location of the job site, whether personnel and/or equipment is still needed for a job, and/or recommendations of equipment needed, in order to determine the schedule and priority of the job and whether the type of equipment can be provided.
2. Submits an electronic job ticket in a computer based system to fulfill requests for equipment and/or operators needed for jobs, by entering 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, including but not limited to forklifts, cranes of various sizes, rollers, graders, aerial and scissor lifts, 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 can be completed in a timely manner.
6. Schedules for the transportation and delivery of supplies and materials such as various types of paper products, 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 the types of equipment needed to offload or load equipment, such as cranes, forklifts and/or other trucks 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 daily use of vehicles and equipment, including but not limited to pickup trucks, and/or off-road and heavy transportation equipment by updating the Department's electronic Fleet Asset Management System 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 Asset Management System to monitor contract expenses, billing accuracy, valid contracts, create work orders, charge internal customers within the working divisions of the Department of Water and Power, 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 extralegal load permits from Caltrans or other corresponding entities within the 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 extralegal 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, email, 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 extralegal 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 bill(s) of lading prior to shipping a load by checking for accuracy and completeness of load manifest and proper placarding 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 their 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 local, state, and federal safety policies, procedures, rules, and regulations, such as the use of appropriate personal protective equipment (PPE), by observing employees in the field during scheduled and unscheduled visits to job sites, and takes appropriate corrective action when a safety violation is identified, in order to promote safe practices and ensure compliance with safety policies, procedures, rules, and regulations, including but not limited to the Department of Water and Power and California Occupational Health and Safety Administration (Cal/OSHA) requirements and regulations.

21. Responds to safety issues reported by staff related to loading, unloading, hauling, or using heavy transportation and construction equipment and conducts job safety analyses by discussing the issues with the job site supervisor, or on-site staff in order to address all safety related issues 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, 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 videos, by explaining and demonstrating work procedures or by inviting technical guest speakers to training sessions, and documents training by observing employee performance in order to ensure employees are properly trained, and determine if additional training is needed so that employees can successfully perform their job duties 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 feedback and/or constructive criticism in order to provide recognition of good/poor performance and to coach employees for effective performance of future assignments.

27. Performs employee evaluations by completing proper documentation to note the employee's performance in areas relevant to the job, and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare the 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 with other supervisors and/or staff to inform 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 daily by comparing job tickets and information reported in the Department's electronic Fleet Asset Management System in order to ensure accuracy and timely completion of work, and appropriate documentation.
31. Reviews employee requests for time off by comparing the staffing levels necessary to complete jobs on the date(s) being requested off to the availability of other staff who can provide coverage in the employee's absence, and approves time off when additional coverage can be secured in order to ensure proper staffing levels according to operational needs.
32. 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 Department Policies, including the Rule of Three Whole Scores.

**Other**

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