

CONSTRUCTION MATERIAL AND HIGHWAY DISPATCHER

DISTINGUISHING FEATURES OF THE CLASS: This is a combination of truck and equipment dispatching as well as stock yard material control work. The incumbent of the position operates a two-way radio between the County Highway Department garages and radio equipped automotive equipment in the field. The stock yard material control work consists of purchase order matches with invoices and items actually delivered. Other non-radio duties may also be assigned, such as filling gas tanks of automotive equipment when necessary. During periods of heavy snowfall, extra responsibilities are assigned in the snow-removal operation involving continuous functioning at the radio transmitter for long hours. Direct supervision is received daily on assignments of a non-routine nature. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Transmits orders of superiors to automotive units in the field over two-way radios;
Keeps records and files purchase order slips daily;
Receives stock yard materials such as culvert pipe, construction materials, stone, concrete blocks, etc. and checks items against purchase orders;
Reports any shortages, or damaged materials to the department Fiscal Manager;
Maintains a record file of all items and their quantities which are then entered onto pre-assigned, pre-numbered inventory cards;
Records all pickups of materials through the use of withdrawal slips;
Keeps records of inventory and location of materials (ie., blacktop, winter mix, cold patch, etc.);
Orders gasoline and other fuels so as to keep a good supply on hand;
Measures (using measuring sticks) and records fuel levels in various fuel tanks once a week;
May pump gas into tanks of automotive equipment as needed;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the operation of a two-way radio; working knowledge of methods and practices for receiving and issuing highway stock yard road and construction materials; working knowledge of inventory control methods; working knowledge of ordering/requisitioning procedures; ability to make simple mathematical computations; ability to speak clearly; ability to

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understand and carryout oral and written instructions; clerical aptitude; initiative; reliability.

MINIMUM QUALIFICATIONS: Either

- a) Associates degree; or
- b) Graduation from high school or possession of a comparable diploma; and three (3) years of construction material management and/or dispatching experience; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.