



## Position Description

**Position Title:** Dispatcher-Evening Shift

**Work Location:** Nisku

**Department:** Transportation (Sulphur)

**Title of manager this position reports to:** Transportation Supervisor

**Positions reporting to this role:** n/a

**Work Rotation (if applicable):** 5 evenings on 2 off

**Work Days / Hours:** Monday-Friday 4:00 pm - 1:00 am

**Purpose of Role:** Co-ordinate and dispatch our molten sulphur fleet to various locations within Alberta.

### CORE RESPONSIBILITIES

- Review daily notes with Day Dispatcher;
- Set up following day's load allocations in TMW (transportation management software) as per customer requests;
- Plan routes to best utilize equipment and driver hours;
- Accurately record load information into TMW as loads are picked up and delivered;
- Communicate with drivers and customers in a professional and courteous manner;
- Prepare customer daily load reports;
- Keep detailed notes and maintain the schedule board;
- Track truck locations throughout the shift, ensuring drivers are still on schedule with their designated routes;
- Review DVIRs and work with maintenance (Shop) to schedule equipment services;
- Arrange mobile mechanics, tire callouts, tow trucks as required;
- Ensure drivers are adhering to Provincial Hours of Service (HOS);
- Assist with incident/accident reports called in by Drivers and determine the appropriate course of action.
- Keep shared workspace tidy and organized;
- Ensure dispatch phone is forwarded to the on call supervisor (work alone contact) by the end of shift;

### REQUIRED QUALIFICATIONS, WORK EXPERIENCE, SKILLS

- Minimum 2 years experience working in the Transportation Industry, dispatch experience preferred;
- Experience with MS Office, particularly Outlook and Excel;
- Good communication skills, both verbal and written;
- Ability to stay on task and work alone with minimal direct supervision;
- Attention to detail with better than average data input accuracy;
- Good analytical, mathematical and problem solving techniques;
- Knowledge of NSC and Provincial HOS;
- Good computer skills, knowledge of TMW Software would be considered an asset;
- Must be highly organized and able to prioritize;

### PHYSICAL REQUIREMENTS / WORK CONDITIONS

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

<i>Document Revision Control</i>	
<b>Document Name</b>	Position Description – TTL Dispatcher Evening Shift
<b>Department</b>	Tanklines
<b>Document Owner</b>	Cheryl Schwartz
<b>Document Location</b>	n:\position descriptions\tanklines\ttl- dispatcher evening shift.docx
<b>Revision #:</b> 0.01	<b>Creation Date:</b> April 2018



- 
- Office environment, locked compound/building;
  - Sitting for long periods;
  - Occasional lifting < 30 lbs;
  - Stairs; Evenings, possibly working alone (WA program);
- 

This Position Description In No Way States Or Implies That These Are The Only Core Responsibilities To Be Performed By The Employee Occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor. All safety sensitive positions will require pre-employment drug and alcohol screening.

<i>Document Revision Control</i>	
<b>Document Name</b>	Position Description – TTL Dispatcher Evening Shift
<b>Department</b>	Tanklines
<b>Document Owner</b>	Cheryl Schwartz
<b>Document Location</b>	n:\position descriptions\tanklines\ttl- dispatcher evening shift.docx
<b>Revision #:</b> 0.01	<b>Creation Date:</b> April 2018