

04-12-85

TRUCK AND EQUIPMENT DISPATCHER, 3586  
SENIOR TRUCK AND EQUIPMENT DISPATCHER, 3587

Summary of Duties : Dispatches transportation and construction equipment; routes heavy equipment; supervises construction equipment operators; arranges for the inspection of equipment to determine necessity for repairs; or supervises the dispatching and operation of transportation and construction equipment and coordinates the assignment of equipment with the requirements of various projects and divisions; maintains and updates records of equipment assignments and locations; and does related work.

Distinguishing Features : The work of a Truck and Equipment Dispatcher differs from that of a Passenger Vehicle Dispatcher in that it requires the supervision of construction equipment operators and the exercise of independent judgment in analyzing problems of loading, unloading, hauling, or using heavy transportation and construction equipment, while that of a Passenger Vehicle Dispatcher is concerned primarily with the supervision of Garage Attendants and the dispatching of passenger vehicles. A Truck and Equipment Dispatcher exercises judgment in determining what equipment and operators to dispatch, the number of units of equipment and operators required, and the necessity for obtaining permits for moving freight and equipment;

The work of a Senior Truck and Equipment Dispatcher differs from that of a Senior Passenger Vehicle Dispatcher in that the former includes responsibility for controlling the use and operation of a large fleet of transportation and construction equipment, while the latter is concerned primarily with controlling the operation of passenger vehicle dispatching, assignment, storage and parking. Senior Truck and Equipment Dispatcher is responsible for assigning the units of a fleet in a manner which results in maximum efficiency in the use of the fleet, and for the continuity and adequacy of transportation and construction equipment service.

Examples of Duties : Truck and Equipment Dispatcher : Supervises construction equipment operators; arranges sequence of assignments and consolidates loads to assure effective use of equipment and operators; establishes schedules and routes; assigns and dispatches trucks and operators to conform to schedules; dispatches equipment from a large fleet, including light and heavy duty trucks, truck tractors, trailers, semitrailers, dollies, power shovels, cranes, tractors, air compressors, power winches, earth movers, pile drivers, and similar equipment;

Maintains an inventory and record of assignment of transportation and construction equipment; instructs operators in special or unusual operations such as loading, unloading, placing, and securing expensive or unusual cargoes, routing and hauling loads of unusual size or

weight, and operating new or unusual types of equipment; arranges for, inspects, and recommends rental of transportation or construction equipment not available in the department; schedules the movement of loads that do not comply with height, weight, width, or length restrictions and secures permits from the proper governmental agencies for hauling such loads; enforces safety rules; supervises the work of pole gangs engaged in hauling and reconditioning transmission poles; may dispatch passenger vehicles; may supervise the nonmechanical servicing of transportation and construction equipment; may keep time and assignment records of operators; attempts to maximize use of equipment by obtaining return loads; and provides replacements for equipment being repaired. May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Senior Truck and Equipment Dispatcher : In addition to the above, schedules, lays out, and assigns the work of Truck and Equipment Dispatchers; requests inspection of equipment; makes field investigations and confers with others to determine present and future needs for equipment; studies the needs and makes plans and recommendations for special installations, design changes, and special equipment; prepares or assists in the preparation of specifications for the purchase or rental of equipment;

Supervises the checking of daily truck reports, time cards of personnel and equipment, and equipment maintenance, location, and data records; instructs and trains employees; assists in the preparation of the section's annual budget; investigates and prepares estimates of transportation and construction equipment costs; recommends replacement or addition of units to the transportation and construction equipment fleet; may supervise the dispatching of passenger vehicles and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

Knowledges :

Organization and functions of the Department of Water and Power as they relate to the need for transportation and the operation of motorized heavy duty construction equipment;

Truck and  
Equipment  
Dispatcher

Senior  
Truck and  
Equipment  
Dispatcher

Working

Good

Truck and  
Equipment

Senior  
Truck and  
Equipment

Knowledges (Cont) :

Dispatcher

Dispatcher

Applicable safety rules and regulations;

Good

Good

Geography of the City and of surrounding area;

Working

Good

Legal requirements for moving construction equipment and overlength, overweight, overheight, and overwidth loads;

Working

Good

Methods and problems involved in dispatching trucks and the operations, loading, unloading, adaptability, uses, capacities, characteristics, and capabilities of transportation and construction equipment;

Working

Good

Laws and regulations related to equal employment opportunity and affirmative action;

General

Working

Provisions of Memoranda of Understanding (MOU) as they apply to subordinate personnel;

General

General

City personnel rules, policies and procedures;

General

General

Abilities :

Coordinate the operation of a large fleet of transportation and construction equipment;

x

x

Map out routes for transportation and construction equipment;

x

x

Plan, lay out, and supervise the maintenance of records on transportation and construction equipment;

x

x

Senior	
Truck and Equipment Abilities (Cont) :	Truck and Equipment Dispatcher Dispatcher

Supervise transportation and construction equipment operators and judge their capabilities;	x	x
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Supervise the loading, securing, and unloading of heavy materials and equipment;	x	x
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Estimate the cost of hauling freight and of using construction equipment;	x	x
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Keep time, equipment, and work records on the dispatching and operation of transportation equipment;	x	x
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Deal tactfully and effectively with other employees and the public;	x	x
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Investigate and report upon accidents in which equipment is involved;	x	x
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Plan, lay out, assign, and inspect the work of dispatchers and heavy duty truck and equipment operators;		x
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Make sound recommendations relative to the replacement, rental, or purchase of transportation and construction equipment;		x
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Prepare adequate reports covering transportation and construction equipment fleet operation.		x
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Three years of full-time paid experience in operating heavy duty trucks or mobile construction equipment is required for Truck and Equipment Dispatcher. e

Three years of full-time paid experience as a Truck and Equipment Dispatcher is required for Senior Truck and Equipment Dispatcher. s

License : Both Classes : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. d

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations. f e t

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be. e t d