

Clinton County Solid Waste Authority
Wayne Township Landfill
Job Description

| POSITION TITLE: | CLASSIFICATION: | DEPARTMENT: | REPORTS TO: |
|------------------------|--------------------------|-----------------------|-------------------------------|
| Dispatcher | Hourly Non-Exempt | Administrative | Administrative Manager |

Purpose:

Responsible for coordinating the Landfill’s truck driving routes and the truck drivers’ schedules to maintain compliance with PennDOT’s CDL requirements and all local, state and federal laws and regulations pertaining to the Landfill operations.

Essential Duties and Responsibilities:

- Assign drivers to trucks according to daily schedules.
- Oversee truck drivers’ time off, scheduling, and conflict resolution.
- Available to answer truck driver questions.
- Notify truck drivers of traffic jams, accidents or possible inclement weather.
- Keep track of trucks drivers’ progress throughout the day.
- Maintain and provide detail directions to job sites.
- Make off site visits to customers to ensure good relations and good customer service of truck drivers.
- Handle any requests or complaints from customers.
- Track the Landfill’s delivered and returned boxes, reconciling differences to maintain accurate inventory.
- Organize and prioritize the incoming work orders.
- Acquire and maintain proper hauling permits/bonding.
- Track cost of the hauling/operations.
- Generate efficiency reports for fuel usage per mile costs, driver efficiency and productive use of hours of service.
- Semi-annually review individual truck cost.
- Review and track drivers’ damage to Landfill vehicles.
- Quote jobs and projects for fair rates to customers and to maximize profitability to Landfill.
- Manage and track onsite fuel, gasoline, and CNG stations. Create logs, as needed, to document utilization.
- Ensure adequate supplies and proper documentation is in drivers’ trucks.
- Communicate with administrative assistant of operation and/or shop foreman for availability of boxes, trucks, etc.
- Work with management to schedule employees for optimal utilization and employee efficiency.
- Monitor/schedule driver hours to ensure compliance with CDL regulations.
- Coordinate loading and unloading activities of freight boxes at rail spur.
- Assist in billing process of hauling, rail and CNG customers.
- Must be able to be reached by dispatch phone.
- Promptly return calls to customers, drivers, management, etc.

Must attend all assigned workshops, trainings, etc.

Practice workplace safety.

Foster positive company/employee communication.

Any other task or duty as assigned or required by Management and/or Board of Directors.

Knowledge and Skill Requirements: Must possess high school diploma or GED or show sufficient ability to perform essential job duties. Must possess strong customer service, computer, problem solving, and analytical skills. One year minimum work related experience, preferred. Must stay proficient in applications as technology progresses, and implement new technology as it is developed.

Physical Demands and Working Environment:

Occasional exposure to chemicals, fumes, moving parts and equipment.

Requires working in an office environment as well as occasional outside exposure to extreme heat/cold.

Must be a self-starter and self-motivator.

Must be able to work independently as well as in a team setting.

Working hours are subject to the demands of the job and may frequently extend well beyond the normal workweek.

Must possess judgment skills and ability to make sound decisions.

Must possess effective communication skills.

Must be able to understand, speak and write the English language.

Must be able to deal very well with the public.

Must adhere to the on-site safety plan and occupational practices to ensure the safety of employees, customers, and visitors.

Requires light to medium physical strength.

Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination. Occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.

March 12, 2012