

Dispatcher

Chemcote, Inc.

Position Title:	Dispatcher		
Reports To:	Operations Managers		
Direct Reports:	Truck Drivers	Department/Division:	Paving/Aggregate
Prepared Date:	2025	Last Revised Date:	5/05/2025

Position Overview

The Dispatcher coordinates the daily scheduling, routing, and dispatching of truck drivers to ensure timely delivery of materials, and equipment to job sites and various other designations. This role is critical to maintaining efficient transportation operations and ensuring alignment with ever changing weather and construction schedules.

Key Responsibilities (Essential Duties and Functions)

The criteria for evaluation in this position include, but are not limited to, the following:

- Schedule and dispatch drivers and trucks based on project timelines, weather, material availability, site readiness and other obstacles generated frequently.
- Communicate effectively with operations, foremen, project managers, plant personnel, truck drivers, etc. to ensure seamless operations.
- Monitor truck locations, traffic conditions and delivery statuses using GPS or fleet tracking systems ensuring that all drivers arrive at work and job sites on time.
- Adjust routes or delivery plans in real-time in response to traffic, weather, material availability or job site changes.
- Maintain accurate dispatch logs, delivery records, driver hours, and vehicle usage reports.
- Ensure all loads comply with legal weight limits and applicable DOT regulations.
- Provide drivers with daily instructions, load tickets, and job-specific requirements.
- Address and resolve any issues or delays reported by Operations, drivers job sites, etc.
- Coordinate equipment or truck maintenance schedules with the fleet manager or maintenance team.
- Follow safety protocols and guidelines to maintain a secure/safe work environment.
- Participate in safety and operations meetings to stay updated on project demands and compliance expectations.
- Collaborate with drivers, mechanics, foremen, management, brokers, asphalt plants & stone quarries, etc. consistently to ensure that all project needs are being met.
- Daily preparation for upcoming projects similar but not limited to materials, truck specifications, routing, and time constraints.
- On site project evaluations prior to and throughout the completion of the job.
- Monitoring job sites to ensure that trucks are on time and the material is being produced/delivered in a timely manner.
- Maintaining annual and daily permits with city, state, and county as needed.
- Review and submission of driver hours and broker invoices.

- Conduct the hiring process for all commercial drivers.
- Conduct required safety meetings on a frequent basis.
- Ability to multitask along with the willingness to assist on the jobsite or when services are needed.

Other Requirements:

- Display a professional and courteous attitude to co-workers, supervisors, and the general public at all times.
- Must possess a valid and current Ohio Driver's license and have reliable transportation.
- Must possess an Ohio Commercial Driver's License (CDL) with a good driving record.
- Must be willing to work nights and weekends when necessary.
- Report to the assigned job location ready to begin work at the designated start time.
- Strict adherence to safety requirements and procedures as outlined in the Chemcote, Inc., Safety and Fire Prevention Program Handbook.
- Strict adherence to Chemcote, Inc., Company policies and procedures as outlined in Chemcote, Inc., Employee Handbook.
- Willingness to work in a team environment and assist co-workers or supervisors with other duties as necessary/required.
- Timely and regular attendance is an expectation of performance for all Chemcote, Inc. employees. Employees will be held accountable for adhering to their workplace schedule.
- Must be willing to take and pass a drug screening, similar but not limited to pre-employment, post-accident, randoms or as deemed necessary by the Chemcote CEO and/or President.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education/Experience

- Less than high school education; or up to six months related experience or training; or equivalent combination of education and experience is preferred.

Work Requirements

- Strong understanding of DOT regulations, hours-of-service requirements, and transportation logistics.
- Proficient in dispatching software, GPS fleet tracking systems, and Microsoft Office Suite.
- Excellent communication, problem-solving, and organizational skills.
- An ability to remain calm and prioritize in a fast-paced, dynamic ever changing environment.

Knowledge/Skill Requirements

LANGUAGE SKILLS:

- *Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence in English.*

REASONING ABILITY:

- *Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form in English. Ability to deal with problems involving several variables in standardized active situations.*

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job as a minimum.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

	Continuous	Frequently	Occasionally	Not Applicable
<i>Bend</i>		X		
<i>Kneel</i>		X		
<i>Squat</i>			X	
<i>Climb</i>			X	
<i>Stand</i>		X		
<i>Walk</i>		X		
<i>Sit</i>			X	
<i>Reach</i>			X	
<i>Drive</i>			X	
<i>Fine motor</i>			X	
<i>Repetitive Motion</i>			X	
<i>Right</i>		X		
<i>Left</i>		X		

This position requires an employee to lift:

	Continuous	Frequently	Occasionally	Not Applicable
<i>0 – 10 lbs</i>		X		
<i>10 – 25 lbs</i>		X		
<i>25 – 50 lbs</i>			X	
<i>50 – 100 lbs</i>			X	

Work Environment

While performing the duties of this job, the employee regularly works near moving very hot mechanical parts, very hot materials, and is regularly exposed to wet and/or humid outside weather conditions and extreme heat. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually loud.

	Continuous	Frequently	Occasionally	Not Applicable
<i>Hot Weather</i>		X		
<i>Cold Weather</i>		X		
<i>Wet Weather</i>		X		
<i>Exposed to Noise</i>	X			
<i>Exposed to High Heat</i>	X			

Moving Equipment	X			
Working with Others	X			

The statements included in this Dispatcher job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. Other duties may be assigned as required. Requirements for this job are subject to modification by the Company and its designees, and reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Signature

Date

Print Employee Name