



## UNION JOB DESCRIPTION

**TITLE: Crew Dispatcher**

### DEFINITION:

Coordinates work sketches, equipment, materials and personnel, and creates job assignments, to ensure continuous, reliable, efficient installation and maintenance of the transmission system. This position is under the direction of the Lead Crew Dispatcher and Construction Superintendent of the Everett Region.

### DISTINGUISHING CHARACTERISTICS:

### BASIC RESPONSIBILITIES:

1. Arranges service and line work.
2. Radios communication to field personnel.
3. Receives out-of-service and trouble calls from Energy Control Center.
4. Receives, records, and handles new service orders and work sketches.
5. Makes up orders for line and service crews from work sketches.
6. Maintains Dispatcher's board.
7. Coordinates scheduling between Crew Coordinator, Foreman, Contractors, other utilities, and customers.
8. Schedules contract services (equipment, gravel, Dial Dig, etc.).
9. Arranges Flagging Pool callouts and maintains records.
10. Follows applicable safety rules contained in the District's Accident Prevent Manual and WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

### OTHER RESPONSIBILITIES:

1. Reads and interprets work of sketches and plans to obtain: (a) maximum utilization of specifics within the established Crew Structure Guidelines; and (b) proper equipment and materials.
2. Analyzes and resolve scheduling problems.
3. Completes necessary reports affecting crew or job assignments.
4. Coordinates crews, tools, and equipment using the Crew Log During storm repair. This would include tracking crew hours worked to ensure rest periods as assisted by Construction Superintendent and Emergency Center.
5. Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS:

These qualifications are those usually exhibited by a person with:

Knowledge of:

- Applicable policies, procedures, and agreements of the District (including but not limited to Construction Standards, Electrical Service Requirements, Collective Bargaining Agreement, Crew Structure, etc.) to ensure proper procedures are utilized.
- Radio procedures.
- Computer and applicable program use.
- District personnel and classification.
- Storm procedures.
- District Accident Prevention Manual WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

Ability to:

- Initiate tasks and work without close supervision.

- Communicate effectively with Superintendent, Distribution, and Line Services personnel on matters dealing with job requirements both verbally and in writing.
- Adjust quickly to varying workload demands, the need for equipment change, frequent personnel movement/reassignment and to deal with unexpected situations.
- Demonstrate use of computer and necessary applications.
- Interact with customers, government officials, and District employees as necessary to complete assignments.

Education/Experience:

- High School Diploma or equivalent.
- Qualified as an Assistant Crew Dispatcher in accordance with the Collective Bargaining Agreement, Article 8.11.

License or Certification:

- CPR and First Aid Card.
- Valid Washington State Driver License.

WORKING CONDITIONS:

- Work is performed in an office setting.
- Must be able to work long hours (40 hours maximum) as storm conditions dictate.
- Must be able to work long hours as storm conditions dictate.
- Subject 24-hour call-out for emergency conditions.