



UNION JOB DESCRIPTION

TITLE: Lead Crew Dispatcher

DEFINITION:

Plans, schedules, coordinates and oversees activities in Crew Dispatch. This position reports to and is under the direction of the Construction Superintendent of the Everett Region.

DISTINGUISHING CHARACTERISTICS:

This position requires the incumbent to work as a Crew Dispatcher besides a Lead during normal and emergency hours. This position shall be filled by an existing, most senior qualified Crew Dispatcher.

BASIC RESPONSIBILITIES:

1. Oversees Crew Dispatchers, Assistant Crew Dispatchers, and other employees assigned permanently or temporarily to Crew Dispatch.
2. Schedules time off and evaluates employees assigned to Crew Dispatch to include part-time Flaggers.
3. Interacts and responds to internal and external customers when problems arise and keeps Construction Superintendent informed.
4. Arranges service and line work.
5. Radios communication to field personnel.
6. Receives out-of-service and trouble calls from Energy Control Center.
7. Receives, records, and handles new service orders and work sketches.
8. Makes up orders for line and service crews from work sketches.
9. Maintains Dispatcher's board.
10. Coordinate scheduling between Crew Coordinator, Foreman, Contractors, other utilities and customers.
11. Schedule contract services (equipment, gravel, Dial Dig, etc.).
12. Arranges Flagging Pool, callouts, and maintains records.
13. Follows and ensures compliance with applicable safety rules contained in the District's Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

OTHER RESPONSIBILITIES:

1. Provides on-the-job training as necessary and monitors/evaluates employees in Crew Dispatch.
2. Monitors and assigns vehicles and specialized equipment from the Operations Center/Annex to other Headquarters and Departments.
3. 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.
4. Analyzes and resolves scheduling problems.
5. Completes necessary reports affecting crew or job assignments.
6. Coordinate 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.
7. 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:

- Direct the work of others.
- 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 Crew Dispatcher in accordance with the Collective Bargaining Agreement, Article 8.11.
- Currently hold the position of Crew Dispatcher.

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.
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- Subject 24-hour call-out for emergency conditions.