

GVRDEU

TITLE: Dispatcher

POSITION DESCRIPTION NO.

DATE: April 12, 1999

PURPOSE OF POSITION

Delegated authority to enter into contracts for procurement of goods and services through the Corporation's Dispatch Order system. Acquires goods and services in accordance with the corporate dispatch and purchasing policies. Coordinates the day to day operation of the Construction Division heavy equipment fleet. Provides the Construction Division with coordination for the supply and distribution of material and services. Responsible for all clerical, record keeping and administrative duties to maintain the above description.

DUTIES: (The duties described hereunder are intended to be representative of the position and are not to be considered all inclusive)

- Issue Dispatch Orders for a variety of goods and services. These services will be required by various corporate departments. Assist in arrangements for, and delivery of, these goods and services. Under the general direction of a supervisor and in consultation with the Purchasing Department, develop and maintain consistency in the application of corporate standards, procedures and policies for the acquisition of goods and services.
- Under the broad direction of a Supervisor, administer the provisions of tender documents that have been developed for Standing Offer Agreements (SOA) and Dispatch Orders (DO).
- Assist the Purchasing Department in establishing SOA's with contractors, as required to meet the dispatch needs.
- Responsible for planning, scheduling and coordinating the daily assignments of the Construction Division heavy equipment fleet.
- Perform a variety of office duties such as filing, records management, computerized entry for Standing Offer Agreements, Dispatch Orders, Purchase Orders and Field Purchase Orders into the PeopleSoft system.
- Responsible for maintenance and distribution of petty cash
- Receives and relays radio messages.

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REQUIREMENTS: (minimum to fill position)

- Grade 12. Minimum five years experience related to construction equipment management, construction coordination and materials acquisition. Supplemented by the appropriate buying courses.
- Demonstrated ability to supervise, coordinate and maintain an effective working relationship with a small group of corporate personnel
- Formal training in record keeping and related computer software application skills such as MS Excel, Computerized Purchasing Systems and related software.
- Sound knowledge of construction and maintenance practices.
- The ability to communicate well, both orally and written.
- Sound knowledge of GVRD corporate contracting, purchasing and safety policies.
- Working knowledge of contract law.
- Strong interpersonal skills.
- Ability to establish and maintain effective working relationships with a variety of internal Corporate Departments, Member Municipalities, along with private industries and their respective personnel.
- Demonstrate a willingness and ability to undertake additional training relating to the duties of the position.