



All States Asphalt, Inc.

PO Box 91, Sunderland, MA 01375 • 413.665.7021

Job Title: Dispatcher	Reports to: Transportation Manager
Classification: Salaried Exempt	Revised: April 2018

Position Overview:

The dispatcher must effectively and efficiently manage changing and evolving variables including, but not limited to, weather, customer needs, available trucks, and available product while maintaining strict DOT compliance.

Essential Duties and Responsibilities:

- Truck dispatcher
- Schedule drivers according to work requirements
- Monitor compliance with DOT regulations; monitor driver data sheets
- Maintain professional, effective, and efficient communication with owners, contractors, towns and office.
- Must be able to take phone calls off hours.
- Understand the busy season is May through October and the work load will reflect that.
- Ability for work in a dynamic environment that requires the ability to adapt to change fluidly.
- Other duties as assigned

Education/Experience Required:

A Bachelors degree preferred but not required and 2+ years of professional experience in construction, dispatch of trucks, equipment, and materials Computer literacy required, with proficiency in Microsoft Office software especially Excel. Must possess strong written and oral communication skills. Knowledge of DOT rules and regulations.

Supervisory Scope:

Responsible for overseeing DOT drivers.

Physical Demands

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit and use hands to finger, reach with hands and arms, handle, feel, talk, listen and smell. The employee is occasionally required to climb or balance, stoop, kneel, bend, crouch or crawl. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The noise level in the work environment is typical for an office environment.