

POSITION: *DISPATCHER*

POSITION SUMMARY: *RESPONSIBLE FOR ORGANIZATION AND COMPLETION OF ALL ASPECTS OF DELIVERY*

ORGANIZATION POSITION: *REPORTS TO THE OUTSIDE OPERATIONS SUPERVISOR*

RESPONSIBILITIES & DUTIES:

- Responsible for personnel and operational safety of delivery personnel and equipment.
- Responsible for prompt attention, courteous service, and follow through with customers and orders relating to deliveries.
- Continuously identify and implement ways to improve delivery service and efficiency
- Responsible for supervision and training of all delivery related personnel.
- Responsible for reporting to outside operations supervisor all non-routine maintenance needs of delivery equipment.
- Must be familiar with building materials.
- Responsible for maintaining a proper Maine Driver's License and obeying all vehicle laws and regulations.
- Responsible for timely and accurate processing of all paperwork pertaining to deliveries.
- Responsible for keeping sales personnel at all locations informed of delivery scheduling, and communicate with sales when an order will not be delivered as planned.
- Responsible to see that all loads are checked for safety, accuracy, and protection. Ensure paperwork is in order prior to leaving the yard.
- Alert purchasing of sizeable quantities of material being sold.
- Timely deliveries when back orders are received.
- Practice and enforce safety policies as written.
- Implement accident investigation process to help determine root cause of accident or damage.
- Conduct documented new employee orientation including safe work procedures.
- Implement the company's progressive disciplinary policy when appropriate.
- Other duties as assigned.

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. While performing the duties of this job, the employee is regularly required to stand for extended periods of time, use hands to write, to operate a computer and printer and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other Deering Lumber facilities. Occasionally may be required to lift and/or load up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.