



## **EMPLOYMENT OPPORTUNITY**

### **Dispatch Administrator- Temporary Full-time**

#### **JOB OVERVIEW:**

Reporting to the Director, Public Works and Housing, the Dispatch Administrator works as a team member in a service-oriented office supporting the scheduling and dispatch of drivers, work crews, equipment. The Dispatcher's responsibilities also consist of assigning drivers to trucks. The role includes providing support in a fast paced, office environment and will assist in completing operational and data entry tasks as necessary in a timely and accurate manner.

#### **RESPONSIBILITIES:**

- Schedule and dispatch trucks the timeliest service possible
- Direct the water/ waste water and construction crew activities to the drivers
- Provide accurate directions for services
- Schedule and dispatch workers, work crews, equipment, or service vehicles to appropriate locations according to requests, specifications, or needs, using telephones.
- Relay work orders, messages, and information to or from work crews, supervisors using telephones.
- Track FLHA's and record them and send to HSE
- Track and record vehicle 360 inspections
- Monitor personnel and/or equipment locations and utilization in order to coordinate service and schedules.
- Arrange for necessary repairs on fleet of vehicles.
- Adhere to corporate and departmental policies and procedures
- Other duties as assigned

#### **REQUIREMENTS:**

- High school diploma or GED required
- College program in logistics or equivalent business related experience preferred
- Advanced computer skills - Outlook, Excel, Word
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Able to work well under pressure
- Flexible, able to deal with change
- Strong attention to detail
- Very organized, with excellent multi-tasking and problem solving skills
- Excellent customer service/communication skills
- Strong work ethic and positive team attitude
- First Nation/468 First Nation Members would be an asset

#### **WHY APPLY?**



In addition to your Salary/Hourly earnings, we also offer the following.

- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- A benefits package with Life Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with a fitness membership subsidy
- Employee and Family Assistance Program
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success
- Commitment to accountability, respect for one another, and hard work.

**HOW TO APPLY:**

<https://fmfns.criterionhcm.com/jobs/293/1/#15>

**Closing Date: Until Filled**

**Please ensure you indicate the competition #:**

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