

**International Union of Operating Engineers
Local 49**

DISPATCHER

Reports to: Business Manager and Chief of Operations

FLSA Classification: Exempt

Job Description:

The Dispatcher will open and close the Minneapolis Union Hall Monday through Friday on all regularly scheduled workdays. Answer phone calls transferred by Administrative Assistants in a timely manner. Record members sign up date for the out of work list accurately. Record and fill requests for operator calls from signatory contractors in a timely and accurate manner. Input and upload member information into the electronic member record keeping system. Assist members and others at the Dispatch window with questions and, if necessary, refer to the proper person in charge of the particular issue. (Pension, health and welfare, dues, training, withdrawal cards, etc.). Other duties, responsibilities, and conditions of employment as assigned and required.

Qualifications:

- High School Diploma or GED (2 years post High School education desired and or documented Dispatch experience within the industry and within the last 2 years).
- High level of knowledge and or experience in highway heavy and building trades industries is preferred.

Duties, Responsibilities and Conditions:

To perform this job successfully, an individual must be able to perform each duty and responsibility and meet each condition of employment satisfactorily. The functions listed below are intended as illustrations of the various types of work that may be performed or required. The omission of specific duties, responsibilities or conditions of employment does not exclude them from the position.

Local 49 Dispatcher must be capable of:

- Performing duties independently and be self-motivated.
- Mediating disputes between members and employers.
- Collecting dues and issuing receipts to members of Local 49.
- Participate and promote involvement in the political process at the local, state, and national level.
- Working long hours, evenings, weekends, and being available at all times as critical situations may develop in the workplace that need immediate attention.
- Responding appropriately and resolving work-related situations such as a management crisis, hostility on the job, etc...
- Willing to commit to continuous learning and participate in ongoing training to upgrade required skills.
- Using discretion in confidential situations.
- Preparing and submitting weekly internal reports.
- Participating in Union related activities such as meetings, summer picnics, holiday parties, and related events that may involve evenings or weekends.
- Servicing and educating the membership.
- Organizing non-members.

- Promoting the local union and attending all staff and General Membership meetings
- Ability to prepare detailed reports on daily activities, dues receipts and related expenses and deliver to proper clerical personnel in a timely manner.
- Have an excellent record of punctuality and attendance.
- Knowledge of the safety, legal and contractor requested requirements of Operating Engineers such as, but not limited to, Crane Certification, Global Positioning Systems, and OSHA.
- Experience operating, repairing, and maintaining a variety of the machines listed in the Highway/Heavy and Builders Collective Bargaining Agreements.
- Have a thorough understanding of Highway/Heavy and Builders work sites, personnel requirements, equipment utilized and physical environment.
- Following the direction of leadership.
- Complying with all organizational policies, rules, and procedures.
- Other duties, responsibilities, and conditions as assigned or required.

Job Requirements and Conditions of Employment:

Applicants must be current members of Local 49. Must satisfactorily pass a criminal background examination. Must have a valid driver's license, with excellent driving record. The job requires a person who is alert, outgoing, and adept in their relations with all types of people (union members, business proprietors, officials in the labor movement, contractors, and employer association representatives). The Dispatcher must demonstrate common sense, diplomacy, strong interpersonal skills and professionalism in both appearance and attitude at all times. Excellent written and verbal communication skills are highly desirable, including being capable of reading and interpreting documents. Experience dispatching workers, materials and vehicles to job sites preferred. Experience working on phone systems with multiple lines and heavy call volume preferred. Within 6 months of hiring, acquire a fundamental understanding of the Local 49 Health and Welfare Trust Fund, the Local 49 Apprenticeship and Training Trust Fund, the Central Pension Fund, and any special programs within such benefit funds. Other requirements and conditions as assigned or required.

Excellent computer skills, and familiarity with Microsoft Office 365 are desired.

Application Process: Individuals applying will be subject to a criminal background examination and a DMV check.

All resumes will be reviewed by Local 49's Hiring Committee and interviews will be conducted by the Committee. Final candidates will be interviewed by the Business Manager who will offer the position to the candidate of their choice.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the employer's sole discretion.