

**Position:** Dispatcher  
**Date:** 02/04/2010  
**Location:** Wind Division/Oak Ridge TN  
**Posting #:** 10-137

**Job Description:**

- Manage and lead a staff of 2 to 4 personnel to ensure successful completion of duties
- Cross train Dispatch personnel to ensure efficient work load distribution and completion of duties due to the absence of any Dispatch personnel
- Prepare performance evaluations for Dispatch personnel
- Keeps informed of Wind Division policies and procedures
- Coordinates and supervises the input and maintenance of Wind Division records and data for safety, training and qualification records, DOT files
- Utilizes technology such as computers, data bases, spreadsheets, telephones, fax machines and other communication equipment
- Verifies, updates and conducts quality checks to ensure accurate records and files
- Conducts weekly Dispatch coordination call with key Wind Division Managers
- Ensure that the Wind Division Personnel Roster is up to date weekly, to include status and location of personnel
- Coordinate the travel and lodging of Wind Employees between sites
- Relays information as required. Notifies supervisory personnel of status or problems
- Receive and respond to requests for information regarding personnel qualifications, travel assistance, vehicles and equipment
- Dispatches personnel to various Wind Division project sites
- Coordinate the movement of Wind Units between sites
- Receive and respond to trucking requests from project site personnel
- Performs other such duties as assigned or required
- Full-time position, hourly, excellent benefits

**Qualifications:**

- Any combination equivalent to graduation from high school, and two (2) years of responsible full-time working experience
- At least 21 years of age
- Ability to work in a fast paced, stressful, multi-tasking environment with frequent interruption
- Ability to work with Wind Division Staff in an open, friendly business-like manner
- Willingness to be on call 24 hours a day, including weekends
- Have a geographic knowledge of Continental United States
- Must have good verbal and written skills
- Must be proficient in Microsoft Office and have basic computer skills
- Construction job site knowledge
- Must pass drug test and background check
- Must pass Barnhart Fitness-for-Duty Exam
- Willingness to travel out of town for a week or more

Contact [hr@barnhartcrane.com](mailto:hr@barnhartcrane.com) with any questions or submit your resume via email.

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