

Job Description

Position Title:	Dispatcher / Maintenance Admin			
Department:	Office			
Reports To:	Maintenance Supervisor			
FLSA:	Non-Exempt			
General Summary: Provide administrative support for the Maintenance Supervisor and in-house crew.				
Essential Job Functions:				
<ol style="list-style-type: none"> 1. Assigns new work orders to in-house crew based on Maintenance Supervisor instructions 2. Homeowners schedule appointment follow ups and coordination 3. Calls/coordinates with in-house when they are in the field. 4. Help maintain NP1 inventor. 5. Van reports from in-house crew. 6. Helps create/improve tools control. 7. Must keep an eye on the weather at all times when scheduling. 8. Do not schedule the in-house crew or independent contractors unless there is a work order given to you 9. Log in job reports submitted by in-house crews. (they must be detailed with pictures attached) 10. Update the calendar and QuickBooks with job costing on a daily basis. 11. Coordinate and schedule Quality Inspectors. 12. Assists with toolbox training –getting forms filled out/copied and ready for Monday 13. Assists in recruiting new workers and help find independent contractors. 14. Will perform other duties as assigned. 15. Ability to adapt to change in a fast paced construction environment. 16. Scheduling of independent contractors and in house crew to job as needing. 				
Knowledge and Abilities:				
<ul style="list-style-type: none"> • Outgoing personality • Enthusiasm • Friendly • Proficient with Microsoft Word, Excel, Power Point, Outlook 				
Skills:				
<ul style="list-style-type: none"> • People skills • Organizational skills • Communication skills / Bilingual a must • Multi-tasking skills 				
Personal Attributes:				
<ul style="list-style-type: none"> • Good Work Ethics; Honest, Trustworthy and Respectful; Flexible 				
Education and Experience				
High School Diploma or GED equivalent				
Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to see well enough to read reports				x
<i>Hearing:</i> Must be able to hear well enough to communicate with customers, vendors and employees				x
<i>Standing/Walking:</i> Must be able to move about department				x
<i>Climbing/Stooping/Kneeling:</i> Must be able to stoop or kneel to pick up reports, papers.		x		
<i>Lifting/Pulling/Pushing</i>		x		
<i>Fingering/Grasping/Feeling:</i> Must be able to type and use technical sources				x

Note: The statements herein are intended to describe the general nature and level of work being performed. These statements do not establish a contract for employment and are subject to change to the discretion of the employer, Classic Construction & Restoration, Inc.