

## **MEI Dispatch Coordinator employment advertisement**

**McCutcheon Enterprises, Inc. (MEI) is a leading waste management company, located in Apollo, PA. Since 1947, MEI has provided transportation, treatment, disposal and on site environmental services for a wide variety of clients. MEI is committed to meeting the demanding and diverse needs of its customers and does so by employing talented and motivated people. The commitment is best summarized by its simple, but powerful guiding philosophy; When you need us, we'll be there."**

**To that end, MEI is seeking an energetic, talented individual for the key position of Dispatch Coordinator. Working as part of a project management and dispatching team, the key responsibilities and duties of the position would include:**

- **Assigns and schedules drivers and field services personnel to industrial services, delivery/pick up, tank pump out, emergency response and other waste services work**
- **Schedules employees to jobs in an organized manner (number of hours worked per day, proper sequencing of jobs, time duration and job location)**
- **Administers a scheduling procedure that forecasts equipment and employee usage and needs**
- **Ensures that employees are dispatched to jobs in a timely manner**
- **Properly executes end-of-the-day processes. Responsible for daily maintenance and update of the dispatch board and sets up system for next appointment times**
- **Maintains proper records and ensures information is executed timely and correctly. Information includes work orders, manifests, bills of lading**
- **Assists in providing clear job expectations to employees (start/finish time, route, duties/tasks, safety considerations, disposal options)**

### **Qualifications:**

- **Two (2) or more years of experience in a dispatch, logistics or transportation position for a Western PA company in the industrial services, waste management or liquid transportation (chemical, petroleum products) industries is required**
- **A.S. Degree in Business Administration, Transportation Management or a Logistics related field is desired**
- **Strong knowledge of DOT regulations pertaining to waste handling and transportation of hazardous materials is required.**
- **Familiarity with PADEP is helpful**
- **Knowledge of tanks, tank compatibility, chemical compatibility, multiple compartment tanks, hoses, transfer pumps, vacuum pumps and loading/unloading procedures is desired**
- **Emergency response dispatch experience, (including first responder experience), in the transportation, trucking or rail industries is helpful**

### **Capabilities**

- **Strong mechanical aptitude and knowledge of industrial field service vehicles**
- **Computer literacy with Microsoft Office products (Word, Excel, Access, etc.)**
- **Strong tactical planning, scheduling and resourcing skills – able to lay out scheduling assignments in an orderly manner (right people, equipment to the right job at the right time ) and make adjustments to schedules as necessary**
- **Strong problem solving skills – skilled in defining and analyzing problems, asking questions to obtain appropriate information to schedule employees appropriately**
- **Excellent communication skills – able to receive and send information to various employee groups clearly and completely**

### **Attributes**

- **Flexibility and adaptability as to handling multiple tasks and recalling past information – able to accept change, move quickly, shift focus comfortably**
- **Decisiveness – able to make timely decisions under tight deadlines in a skilled and manner**
- **Composure – can calmly work in a quickly changing, interruption driven environment; does not get rattled or knocked off task by the unexpected**
- **Strong sense of urgency, responsiveness and assertiveness**

### **Compensation**

- **Base salary of \$35,000 - \$50,000/year commensurate with experience**

**McCutcheon Enterprises, Inc. offers a very competitive compensation and benefits package and a high affiliation, caring and friendly work environment. Candidates are to submit a resume to [joerozman@verison.net](mailto:joerozman@verison.net) or to:**

**McCutcheon Enterprises, Inc.**

**250 park Road**

**Apollo, PA 15613**

**Attention: Human Resources**