

City of Vicksburg Job Description

Job Title: Dispatcher/Gas

Department: Gas

Reports To: Supervisor

FLSA Status: N

Prepared By: TMJ

Prepared Date: 1/12/18

Summary

Dispatches employees to service, and repair gas and water lines by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Receives calls for all services the City has.

Monitors gas pressures.

Checks equipment and supplies.

Enters data into the computer.

Opens and locks gates

Maintains a call-out log.

Fills out water and gas leak reports.

Security for gas plant and yard.

Receives check in calls from service workers by radio, telephone, or in person.

Informs workers of type and location of work to be performed and dispatches workers to job.

Keeps records of repairs, installation, and removal of equipment for each job

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Basic English language skills are required for this position.

Mathematical Skills

Basic mathematical skills are required for this position.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Spreadsheet software (QuatroPro) and Word Processing software (WordPerfect).

Certificates, Licenses, Registrations

Must have a valid Mississippi Driver's License.

Other Skills and Abilities

Must have basic computer skills; Able to work with little to no supervision and to interact with the public effectively.

Other Qualifications

May be required to work overtime, be on-call, or work an alternative shift with little to no notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.