

Spec. Code: 1160
Occ. Area: 05
Work Area: 075
Prom. Line: none
Prob. Period: 6 mo.
Effective Date: 06/29/73

CENTRAL RECEIVING STATION DISPATCHER

Function of Job

Under general supervision, to be responsible for the receiving and dispatching operations of a central receiving station.

Characteristic Duties and Responsibilities

1. determines location of delivery point and evaluates delivery method and time
2. consolidates university storeroom and outside vendor packages into delivery containers
3. accepts incoming deliveries from vendors and storerooms and inspects for quantity and damages
4. develops, implements, and revises campus delivery routes
5. routes trucks and personnel to proper buildings
6. advises delivery employees by telephone, radio, and/or written notice of pickup and delivery locations
7. sets up time schedules for deliveries of mail and various commodities
8. selects and trains employees for applicable receiving and dispatching duties
9. identifies containers and maintain daily records of exact locations of containers by number and building
10. prepares Central Receiving Station delivery tickets and statistical reports as required
11. signs freight bills, bills of lading, and other shipping or receiving documents
12. performs office duties and maintains records and forms as required
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. two years of work experience in stores work, freight handling, property distribution, or fleet dispatching, experience to have included directing, planning, and record keeping functions involved in the handling and dispatching of materials

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none