

# Trades Dispatcher / Scheduler

## Position Details

Class Code: 7181

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, schedules and dispatches skilled trades personnel with coordination of administration to repair/maintain Clark County School District facilities and equipment.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Utilizes Computerized Maintenance Management System (CMMS) software to manage/schedule maintenance work orders for skilled trades and contracted personnel.
2. Coordinates work order scheduling changes/deviations with District staff (i.e., Facility Service Representatives, warranty specialists, inspectors, department supervisors, and site administrators.)
3. Prepares skilled trades shop schedules using CMMS to document workflow and job performance; prepares graphic charts of multi-trade project schedules.
4. Prepares time/materials estimates and work schedules.
5. Responds to phone calls from Facility Services Representatives, site administrators, and others; determines necessary action(s), transmits information, and dispatches personnel according to established procedures.

6. Tracks, monitors, and records personnel locations/movements; efficiently dispatches emergency crews, backup services, and information, as necessary.
  7. Monitors skilled trade schedules (including overtime) to identify abnormalities and improvement opportunities.
  8. Assists in evaluating, ordering, and purchasing materials for specific work orders.
  9. Assists journeyman in maintaining appropriate logs/records according to department procedures.
  10. Conforms to safety standards, as prescribed.
  11. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Utilizes CMMS software to coordinate, schedule, and dispatch skilled trades workers.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of computers and software applications relative to skilled trades management, scheduling, time estimation, and reporting.
2. Knowledge of construction trades and materials.
3. Knowledge of basic management principles and practices.
4. Knowledge of schedule analysis and production patterns.
5. Knowledge of manpower cost/time estimation.
6. Ability to interpret written and verbal instructions.
7. Ability to meet predetermined deadlines.
8. Ability to work flexible hours/shifts.
9. Ability to judge when to act independently and when to refer situations to a supervisor.
10. Ability to plan, develop, learn, and apply work procedures.
11. Ability to read maps and printouts.
12. Ability to summarize and communicate information clearly and concisely.
13. Ability to write clearly, legibly, and quickly.
14. Ability to work under pressure.
15. Ability to work cooperatively with employees, vendors/contractors, and the public.
16. Ability to recognize/report hazards and apply safe work methods.

17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

### **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities – offices and schools (i.e., classrooms, science labs, locker rooms, cafeterias, restrooms, gymnasiums, chase-ways, etc.), building rooftops, construction sites, etc.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

### **Physical Demand**

Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, feeling, climbing, and balancing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a

typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: frequent near/far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Possible exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Occasional electric shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery, (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copiers, fax machines, blueprints, specifications, filing cabinets/equipment, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/18/23
- Created: 07/15/05