

MOTOR VEHICLE DISPATCHER SUPERVISOR

I. DEFINITION

This position provides supervision and radio dispatching services for Campus Services Truck and Mail Services located at UW-Madison Facilities Planning & Management. This position is responsible for supervision, scheduling and dispatching of all positions assigned to truck and mail services that are responsible for transport of passengers, materials, lab specimens, and equipment throughout the campus and various state agencies. Assigns vehicles and drivers to jobs on the basis of varying factors, such as type of materials being hauled, weather conditions, length of job, priority and availability. Maintains all records on operations. In addition, employees may have to operate light trucks (½ to 1½ ton) to furnish transportation for maintenance employees and materials, and operate fork lift to load or unload trucks.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.