

## **Job Description**

**TITLE:** Dispatcher

**DATE PREPARED:** March 22, 2004

**LOCATION:** Various Field Locations

**REPORTS TO:** Yard Manager

### **ESSENTIAL FUNCTIONS:**

The Dispatcher is required to process tickets (job tickets) for the crews, coordinate crews across the various field locations, hand out supplies to the crews at the start of the shift and as necessary throughout the remainder of the workday, and in general keep track of the materials in the stock room and in the yard.

### **ORGINIZATIONAL RELATIONSHIPS:**

This position reports to the Yard Manager. Frequent contact with the assigned work group(s), customer representatives, other company personnel and other service company representatives is required.

### **POSITION REQUIREMENTS:**

- Ability to read, write, and speak English to the extent that s/he is able to understand verbal and written instructions as well as able to give verbal and written instructions; and the ability to perform simple mathematical calculations using whole numbers, fractions, and decimals (addition, subtraction, division, and multiplication) to make job related calculations.
- An understanding and use of basic management concepts and principles including delegation and motivation.
- A thorough knowledge of the oil field service related equipment, materials, terminologies and the maintenance of the same.
- A working knowledge of the purpose, capability, and limitations of the equipment associated with his/her assigned areas.

## **ESSENTIAL FUNCTIONS:**

- a. The Dispatcher will pick up tickets at the start of the day and process them for the crew. The Dispatcher will be required to understand the different billing procedures for different clients, and will have to be functional with an adding machine. In addition to price tickets, the Dispatcher will enter issue slips and type well service reports.
- b. The Dispatcher will be required to receive calls from the service crews throughout the day (majority will be received over radio) and will keep track of crew location, job status, and crew needs.
- c. The Dispatcher is required to input payroll information into the computer for all hourly employees at his/her particular yard via computer and fax or email to corporate office weekly.
- d. The Dispatcher will make and receive several phone calls on a daily basis.
- e. The Dispatcher is required to service the materials needs of the crews. At the start of each shift the Dispatcher will hand out requested supplies to the crews (the majority of handling will occur at this time). Throughout the day the Dispatcher will be required to locate requested materials and provide these for the crews. Manual handling will be required typically.
- f. Adheres to company policies and work requirements.

**HAMM & PHILLIPS SERVICE COMPANY**  
Physical Requirements for  
**DISPATCHER**

1. **Amount of Each Day Spent:**     Standing 40%   Walking 10%   Sitting 50%

Employee Works:   Inside 100%     Outside 0%

2. **While Performing The Job, Employee Will Be Required To:**

	<b>How Often</b>	<b>Time within work Day to be in this position</b>
Lifting/Carrying    (0-10lbs)	Occasionally	10 minutes/day

3. **Physical Activity Required:**

Lift	Under 10 lbs.	Occasionally
Carry	Under 10lbs	Occasionally
Reach	Above Shoulder	Occasionally

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date