Muscogee County Schools
Maintenance Dispatcher {733R)

JOB POSTING

Job Details

Posting ID	733R			
Tille	Maintenance Dispatcher			
Description	POSITION TITLE:	Maintenance Dispatcher	FLSA:	Non-Exempt
	SALARY:	Grade 15, $10.79 hourly	WORK DAYS:	240
	LOCATION:	Plant Services	REPORTS TO:	Assistant Director of Plant Services

PRIMARY FUNCTION: The job of Maintenance Dispatcher is done for the purpose/s of receiving all requests for maintenance and repair work; dispatching work orders to appropriate personnel; and serving as receptionist and switchboard operator for the Plant Services Department.

REQUIREMENTS:

1. Educational Level:	High School Diploma/GED
2. Experience:	Job related experience is desired.
3. Physical Activities:	Routine physical activities that are required to fulfill job responsibilities; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.
4. Knowledge, Skills, & Abilities:	Written and oral communication; basic math; some knowledge of building materials, tools, equipment, and maintenance department procedures.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Coordinates with administration and all trades for the purpose of communicating and receiving information regarding maintenance requests, work orders, emergencies, etc.
3. Dispatches work orders to supervisors, department leaders, and technicians via two-way radios, pagers, and cell phones for the purpose of dispatching work orders quickly and efficiently.
4. Enters work orders in spreadsheet for the purpose of maintaining orderly record of work orders and tracking status of work orders.
5. Functions as receptionist and switchboard operator for the Plant Services department for the purpose of receiving work orders, providing information, routing calls, and taking messages.
6. Generates various documents (e.g., radio list, phone list, route sheets, calendars, etc.) using Microsoft Office programs for the purpose of maintaining current, accurate information.
7. Maintains route records on approximately 120 personnel via more than 70 two-way radios, pagers, and cell phones for t11e purpose of locating crews for emergency work.
8. Prepares documentation for the purpose of providing written support and conveying information.

The Muscogee County School District is accepting on-line applications for Support, Professional and Certified Positions.

Benefits include (when placed in a full time position):

- Health, Dental Insurance and Life Insurance
- Paid sick days
- Vacation -depending on type of position
- Retirement Plan
- 403B Options

To Apply:

1. Create an On-Line Account with a User name and Password

Go to our website www.muscogee.kl2.ga.us

- Click "Employment" on the homepage.
- o Click "Job Postings".
- e Select the job that you would like lo apply for by clicking on the job or using the 'Search' field under 'Job Listings', type in the search box for a particular job.
  - o For example type in Culinary Technician job posting should appear -You may click on the Job Title for information regarding the position.
- To apply, click on 'Apply for the position' located on the right side of the screen. o If you have not completed an online application before, you \Viii need to create a new account and apply. (This is at the bottom of the 'I am a new applicant' column on the left side of the page.)

- If you have completed an online application previously, you will need to login with the Username and Password. This information is located in the middle section of the page under the heading 'I already have a Recruit & Hire account with Muscogee County Schools".

(If you have forgotten your logon information, you may click on "I forgot my /Username or Password" to reset. This is located at the bottom of the middle column.)

- Complete the online application for the position that you are applying for. o References require a valid email address be provided for each.

  (Please note references ca1111ot befi'iends ,.fa111;/y, coworkers or neighbors.)

Click on 'SAVE & SUBMIT'.

After your online application is submitted, it will be reviewed by the Coordinator.

Once you have completed the online application:

2. Please ensure that you have the following supporting documents requested attached to application:

- Educational Requirements -Transcripts, HS Diploma/GED
- Certifications needed for the position
- Resume of Work History
- Letter of Interest for the position that you are applying for.

Jn order to expedite this process, documents can be uploaded to your online application, faxed to Chandra Henry or Kevin Shirley at (706) 748-2040 or delivered to

Muscogee County Public Education Center
Human Resource Division, 2nd Floor
Attention: Chandra Henry
2960 Macon Road
Columbus, Georgia 31906

If you have questions concerning the application process or needed documents, please contact Chandra Henry, Applicant Tracking Specialist @ (706) 748-2027 or Kevin Shirley at (706) 748-2079.

The Muscogee County School District is an Equal Opportunity Employer