



Position: Trucking Dispatcher
Department: Central Trucking
Reports To: Trucking Manager
Supervises: None
Job Group: Administrative Support Workers
Exempt or Non-Exempt: Exempt

Job Description:

This individual will assist with the execution of the Central Trucking and Logistics initiative by managing transportation requests for assigned store locations. The primary goal is to efficiently transport goods while minimizing the time and effort required of the serviced locations.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Service the transportation needs of the assigned group of RDO Equipment Co. locations by ensuring completion of all trucking requests.
- Optimize the use of the truck fleet by efficiently scheduling and prioritizing requests.
- Provide price quotes to serviced locations when requested.
- Serve as the point of contact for drivers with regard to job assignment, schedule, and procurement of permits.
- Comply with all regulations affecting the movement of goods.
- Maintain records to facilitate prompt and accurate billing. Coordinate the completion and documentation of maintenance on the assigned fleet of trucks.
- Notify the Central Trucking and Logistics Manager of repair and replacement needs.
- Communicate with outside vendors and equipment companies to maximize loads and outsource jobs when necessary.
- Execute all other processes established by and with the Central Trucking and Logistics manager.
- Provide feedback to improve processes and customer satisfaction.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.

- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Previous dispatch experience preferred.
- Familiar with the transportation of large equipment including agricultural and industrial equipment preferred.
- Self-starter with the ability to work independently and take initiative.
- Excellent communication and customer service skills.
- Ability to work a flexible schedule, including overtime or on-call as needed.
- Proficient in the use of computers and other technology tools.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___		X		
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	

11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment?	X			