



**CITY OF BUFFALO**  
**DEPARTMENT OF**  
**PUBLIC WORKS, PARKS & STREETS**



BYRON W. BROWN  
MAYOR

STEVEN J. STEPNIAK  
COMMISSIONER

MICHAEL J. FINN, P.E.  
CITY ENGINEER

**CIVIL SERVICE JOB OPENING**

**August 10, 2017**

**Title of Position:** Dispatcher (Water)  
**Number of Vacancies:** One (1) Provisional  
**Salary Range:** \$30,094 - \$46,299  
**Location:** Division of Water

**Duties:**

Assigns routes and dispatches vehicles and crews in the performance of various city services including but not limited to the collection of refuse, trash and/or garbage, repairing of streets, water line maintenance and repair work, snow removal, general maintenance and repair work, parking enforcement, etc.; assigns Truck Drivers and/or Laborers in the delivery or pick-up of furniture, fixtures, machinery, etc.; may supervise and direct the unloading, uncrating, setting-up and/or assembling of furniture, fixtures and machinery; may schedule work orders for daily assignment to mechanics, trades workers and laborers; Operates telephone switchboard and two-way radio and dispatches repair crews and Water Service Workers on complaints regarding service leaks, breaks and other emergencies; Dispatches drivers and equipment on emergency calls and calls in extra crews as needed; Receives calls and deals directly with the general public regarding complaints, service and/or general information; Maintains record/log of employees and vehicles dispatched and the reason thereof; prepares work sheet assigning trucks, Truck Drivers, and Laborers for various routes; maintains time records and submits periodic reports; Performs miscellaneous clerical duties as assigned involving preparation of shop orders and daily work reports, billing work performed to include labor and material costs, maintaining records and files and may prepare payrolls; May be required to operate a computer terminal to input and retrieve information; Performs related duties as required.

**Minimum Qualifications:**

**Promotional**

(A) Continuous and permanent status in any city department as a Truck Driver or Truck Driver (Streets) in the Competitive Class for ONE YEAR;

**OR**

(B) Continuous and permanent status as a LABORER in the Competitive Class for ONE YEAR;

**OR**

(C) Continuous and permanent status as a LABORER I, LABORER II, HOUSING CUSTODIAN or STREET WORKER in the Non-Competitive Class for TWO YEARS.

**DISPATCHER (WATER) CONT. PG. 2**

IN ADDITION, all applicants must have ONE YEAR of full time experience in the dispatching of vehicles, equipment and work crews, SIX MONTHS of which must have been in the operation of a telephone switchboard and/or two-way radio dispatch system.

**NOTE:** Out of title work will not be used to meet this experience requirement.

**SPECIAL REQUIREMENT**

Possession of a current New York State Drivers License that must be presented at time of appointment and maintained during employment.

**Open Competitive**

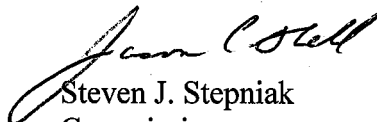
**TWO YEARS** of full time experience in the dispatching of vehicles, equipment and work crews; **SIX MONTHS** of which must have been in the operation of a telephone switchboard and/or two-way radio dispatch system.

**SPECIAL REQUIREMENT**

Possession of a current New York State Drivers License that must be presented at time of appointment and maintained during employment.

**Note:** Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

All applicants must submit a resume, specifically detailing all relevant experience, to Jason C. Shell, Administrator, Room 511 City Hall, Buffalo, NY 14202 by Wednesday, August 23, 2017.

  
Steven J. Stepniak  
Commissioner