

POSITION JOB PROFILE

POSITION/JOB TITLE: Dispatcher	LOCATION: Buchanan
FUNCTIONAL AREA: Rail	SEGMENT: Mining
No OF PEOPLE REQUIRED: 2	
REPORTING TO: Supervisor	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED: 0	OPERATING UNIT:
DATE & AUTHOR: May 21, 2019	TURNOVER:

PRIMARY FUNCTION OF JOB *(Mission)*

- Insures the safe and efficient movement of trains by supervising Rail Traffic Controllers (Train Dispatchers) and based on his or her knowledge of customers and their needs as well as operational knowledge of trains and crews.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

- Ensure compliance with all railroad rules, procedures, and regulations for safety
- Direct and coordinate railroad traffic, issue permits and authorities, monitor all rail movements and maintain computerized records of all activities
- Maintain familiarity with scheduled trains, destinations, times of arrivals and departures
- Communicate with personnel on weather or any environmental conditions affecting train movement
- Coordinate movement of trains according to operating plan
- Monitor train and track movements
- Report alleged violations of operating rules and any irregularity relating to the movement of trains.
- Coordinate track usage with Engineering Department personnel.
- Issuing Track warrants to train crews and track crews, and planning work blocks accordingly
- Coordinating transportation and maintenance crews in order to have safe movement of trains and providing crews enough time to repair track
- Plan in advance smooth and effective movement of trains(Priority)and track units to avoid unnecessary delays
- Having knowledge of Operating Rules to ensure compliance for train crews, road crews, supervisors, foreman's and superintendents
- Calculating running times of trains between stations to arrange meet and passes at the correct locations

- Resolving situations with the help of appropriate departments
- Good communication skills
- Working shifts
- Report any required or preventative maintenance to supervisor/ foreman
- To perform other related tasks upon demand

Education Requirements for this position (Formal qualifications)

Essential

- High school graduate with WAEC/WASCE Certification

Specific skills required for this position

Essential

- Computer Literate
- Capable of operating two-way radio.
- Basic math

Desirable

- Good communication and writing skills

Personal Attributes needed to fulfill requirements of position

Essential

- Available to report to work with two-hour advance notice
- Verbal comprehension (understanding oral and written communications)

Desirable

- Flexibility with hours and schedules
- Ability to work under pressure, good decision making , attention to details and multi-tasking .

Typical Career Path

- **Supervisor**

To apply:

Please submit your letter of application along with your Curriculum Vitae (to include 3 references) as well as copies of your academic credentials in a folder to Liberia.jobs@arcelormittal.com. Please include the position in your subject line.

Deadline for receipt of applications is Friday, June 7, 2019 at 5:00 p.m.

Please note the following:

- Only short-listed candidates will be contacted

FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY