

## Trista Welter

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**From:** Trista Welter  
**Sent:** Monday, July 1, 2024 7:54 AM  
**To:** Frederick.Crawford@dctc.edu; Ken.Klassen@dctc.edu; jmaleski@clcmn.edu; Brent.Newville@HennepinTech.edu; White, Edwin C; Paul Zimmerman; Tameeka Gamble; Brittney Marshall; John Ophelan; kross@clues.org; Sarah Shapiro; Dawn Trimarco; elizabeth.washington@capiusa.org; Jason Beckman; nbloom@soarcareers.org; sbrumfield@wdimn.org; Anna Carlson; katief@aioic.org; djohnson@mtgmn.org; Rick Martagon; catrice.oneal@brooklynk.works; programs@mycche.org; Warren Villebrun; keithdiversr@fdlrez.com; nicolr@grandportage.com; Tommy.brown@llojibwe.net; ben.moe@llojibwe.net; karen.swann@lowersioux.com; Lori.Trail@millelacsband.com; grant.johnson@piic.org; 'Eugene Standingcloud'; steve.albrecht@shakopeedakota.org; jeremym@uppersiouxcommunity-nsn.gov; liz.andersen@whiteearth-nsn.gov; darwin.shaguabay@whiteearth-nsn.gov; Lee Okerstrom; mark.mann@state.mn.us; timothy.trumbull@state.mn.us; shannon.sprouse@state.mn.us; robert.willis@state.mn.us; Kolcinski, Stephen (DEED); jane.kerntz@state.mn.us; Ladeen Schillinger; justin.olson1@state.mn.us  
**Subject:** Job Opening - Dispatcher (Valley Paving)  
**Attachments:** Dispatcher\_07.01.24.pdf

Please see attached job opening. Interviewing/hiring immediately.

Trista Welter  
Payroll Specialist/EEO Coordinator

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## **Dispatcher**

Full-Time/Seasonal Position that becomes a career, year after year. Our company does operate through unions and works on certified/prevaling wage projects. Jobs are primarily located in the Metro and South Metro Twin City area.

### Description

We are seeking a detail-oriented Dispatcher to join our team. The ideal candidate will have experience in transportation management and possess excellent phone etiquette skills. Ability to lead, organize, and dispatch material trucking needs.

### Essential Duties, Responsibilities, Qualifications, and Requirements

- 1+ years' trucking dispatch experience required, 3+ years' experience preferred.
- Excellent communication and critical thinking skills.
- Work with and ability to effectively communicate with the Superintendents & Chief Operating Officer for successful progress and scheduling of trucks.
- Proficient with computers and Microsoft Excel.
- Daily review/approval of all necessary reporting, i.e., haul sheets, timecards, paperwork for the project.
- Manage contracts and rates for all ITO's, MTO's, and Brokers.
- Observe safety and maintenance items while leading by a good example then reporting any deficiencies to Management for resolution.
- Continuing education on DOT standards and requirements.
- Weekend availability when projects require it.
- High School Diploma or Equivalent
- Valid Class D Driver License – Class A License Preferred
- Valid Medical Exam/CMV Certification
- Good Driving Record

### Wage/Benefits

- \$1800 - \$2200 weekly salaried wage based on experience.
- Discretionary bonus based on individual and company performance.
- Competitive health insurance and retirement plans.
- Company vehicle
- Company phone and tablet or laptop.

Valley Paving, Inc. is looking for qualified individuals who are initiative-taking, diligent, and looking to excel in the Heavy Highway Industry.

Valley Paving, Inc. is an affirmative action and equal opportunity employer. Valley Paving, Inc. recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

Please send resume and/or application requests to: [trista@valleypaving.com](mailto:trista@valleypaving.com)