



**Position:** Construction Dispatcher

**Reports To:** General Superintendent

**Location:** La Crescent, MN (Minutes from La Crosse, WI)

**Status:** Salary, Full time

**Duties & Responsibilities:**

- Perform a key role of supplying field personnel, materials, and equipment per requests in an office setting
- Daily scheduling and dispatch of field personnel, equipment, tools, company vehicles and trailers, shop to jobsite deliveries, crane, concrete pump and delivery personnel
- Purchase equipment, tools and building supply materials, vehicles and trailers for company with direction from General Superintendent and Vice President
- Communicate with Project Manager's and General Superintendent after jobsite Supervisors give their requests for field personnel, materials, equipment etc.
- Communicate daily with General Superintendent on current status of field personnel, materials, and equipment and adjust per General Superintendent's direction.
- Attend manpower scheduling meetings with Project Manager's on Friday's
- Assure skill sets of field manpower to match the level of craftsmanship each task requires with direction from General Superintendent
- Ability to critically think and identify strengths and weaknesses of field personnel to determine alternative solutions
- Ability to be flexible and adapt to sudden changes to placement of field personnel due to weather, construction process, and/or acceleration or delays
- Respond to personal time off requests appropriately, record and report to ensure payroll pays correctly Consult with General Superintendent on excessive requests
- Aptitude to utilize technology (scheduling program and phone system) to perform job and modify to meet needs

**Position Skills & Qualifications:**

- High school diploma required
- Proficient written and oral communication skills
- Attention to detail while performing a variety of tasks is a must
- Strong organizational skills required
- Effective time management and use of logical decision making
- Construction skills and knowledge preferred
- Knowledge of building materials preferred
- Good understanding of construction processes and sequencing preferred
- Assertive, self-motivated and positive attitude
- Willing and able to work in a team environment
- Ability to multi-task and have strong communication with computer and phone. Also be willing to accept communication outside of normal working hours
- Proficient with Microsoft Office programs

**How to Apply:** If you are qualified and interested in this position, please send your cover letter & resume to: [careers@wieserbrothers.com](mailto:careers@wieserbrothers.com) Attn: Human Resources

**About Wieser Brothers General Contractor, Inc:**

Wieser Brothers General Contractor, Inc. is a privately held well-recognized and highly-respected commercial construction company in La Crescent, MN. We credit our dedicated team of 150+ employees for 25 years of success. We are committed to strong core values that are reinforced in everything that we do. If you are interested in joining an organization that rewards individual initiative and promotes career development through life-long learning visit us at [www.wieserbrothers.com](http://www.wieserbrothers.com).

Wieser Brothers General Contractor, Inc. offers competitive wages based on education and work experience. We also offer a highly competitive benefits program that includes a 401(k) plan, profit sharing, health, life, and dental insurance, short term and long term disability insurance, paid time off (PTO) and holiday pay.

Wieser Brothers General Contractor, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to status as a protected veteran or a qualified individual with a disability, or other protected status, such as race, religion, color, national origin, sex, age. EOE and Drug-Free Workplace