



Dispatcher/Computer Operator

Department	Contract Type	Reports To
Fuel Systems Operations	Government Contracting (Union/SCA Eligible)	Terminal Manager

Position Summary

The Dispatcher/Computer Operator is responsible for monitoring and managing fuel systems operations in support of government contracting requirements. This position involves coordinating fuel transfers, maintaining accurate records, operating computer systems, and ensuring compliance with all federal and regulatory standards. The role is essential to maintaining the efficient and safe operations of fuel systems infrastructure.

Primary Responsibilities

- Monitor and operate computer dispatch systems for fuel system operations
- Coordinate fuel transfers between storage facilities and distribution points
- Maintain accurate and complete records of all fuel transactions and system activities
- Operate and monitor fuel flow control equipment and automated systems
- Respond to system alerts and take appropriate corrective action
- Communicate with field personnel regarding fuel schedules and operational issues
- Ensure compliance with all federal, state, and environmental regulations
- Perform quality control checks and inventory reconciliations
- Maintain equipment logs and document maintenance activities
- Assist with emergency response procedures and safety protocols

Required Qualifications

- High school diploma or GED
- Minimum 2 years of experience in fuel systems operations or dispatch operations
- Proficiency with computer systems and dispatch software
- Strong mathematical and recordkeeping skills
- Knowledge of fuel handling, storage, and transportation regulations

- Ability to work shift work, including nights, weekends, and holidays
- Valid driver's license
- Must pass background investigation and security clearance requirements

Preferred Qualifications

- Experience with government contracting operations
- Familiarity with SCADA systems or automated control systems
- Knowledge of environmental and safety regulations (EPA, OSHA)
- Training or certification in hazardous materials handling
- Experience with multiple computer systems and software platforms

Knowledge, Skills and Abilities

- Strong attention to detail and accuracy
- Excellent verbal and written communication skills
- Ability to multi-task and manage multiple priorities
- Problem-solving and decision-making abilities
- Strong work ethic and reliability
- Ability to work independently and as part of a team

Physical Requirements

The employee must be able to perform the essential functions of this position with or without reasonable accommodations. Physical demands may include:

- Ability to sit for extended periods
- Ability to stand and walk as needed
- Manual dexterity for keyboard and computer operations
- Ability to lift and carry up to 25 pounds occasionally
- Clear vision for reading computer monitors and documents

Job Classification

This position may be classified as either a Union position or subject to Service Contract Act (SCA) requirements, depending on contract specifications and customer requirements. Employees hired for this position will receive prevailing wage rates as determined by the applicable contract and regulatory requirements.

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