



CAVANAGH SERVICES GROUP, INC.

JOB DESCRIPTION

JOB TITLE: Transportation Scheduler
JOB LOCATION: Argonne National Lab, Chicago, IL(primary location)
DATE: 3/03/10

BASIC DESCRIPTION:

The Transportation Scheduler performing waste transportation schedule is expected to determine trucks needed and contact selected vendor to provide trucks, preparing shipping documentation, marking and labeling containers and shipments as required to comply with customer, DOT and TSDF requirements. Must be fully capable of using related software applications to support shipment tracking and notifications as required by Cavanagh and its customers.

The Transportation Scheduler may also support any of the following waste packing, transportation and logistics related activities;

Preparation and Review of Packaging, Transportation and Disposition Reports

This position will also periodically require the preparation, and/or review of, of project reports including plans regarding site operations, equipment and transportation.

Performance

The Transportation Scheduler will ensure that transportation activities are managed in the highest quality manner and focused on positive communication with the customer and all project contacts.

DESCRIPTION OF DUTIES:

1. Read and understand and implement all Cavanagh Services Group policies and procedures including appropriate use and responsibility for Cavanagh owned computing equipment, phones, etc.
2. Understand and comply with Cavanagh's, its customers' (Clauss and EnergX or other customer as directed by Cavanagh) Quality Assurance, Environmental, Safety, and Operations departments.

3. Equipment Mobilization and Demobilization – plan, organize and manage all equipment mobilization and demobilization to the extent required by project needs.
4. Equipment Tracking and Reporting – Daily Tracking of all shipments, manage all shipments into and out of project facilities.
5. Facilities – manage container, labels, placards, and other shipment supply inventories as required by project needs.

SUPERVISION EXERCISED:

none

SUPERVISION RECEIVED:

This position reports to Jeb Berg, Senior Program Manager

RESPONSIBILITY AND AUTHORITY:

Financial: This position has access limited access to company financial and project information as directed by Cavanagh.

Confidential: Has access to confidential information such as customers' names, contractual agreements, cost and pricing, review and appraisal information relative to assigned personnel, and quantities of equipment available.

Contacts: (as directed by Cavanagh and customers as directed by Cavanagh)

EXPOSURE TO RISK:

This position works in a field and office environment with exposure whole body radiation exposure and to associated hazards such as slips, trips and falls. Field work will involve some physical hazards associated with equipment inspections, project walkdowns, repair and maintenance oversight.

MINIMUM REQUIREMENTS:

Education: DOT basic safety training.

Experience: A minimum of two (2) years experience in transportation operations, procedural and safety compliance, quality assurance programs, health and safety and related programs.

Other: Strong quantitative, written, verbal, computer, and organizational skills required.

The above job description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not an exhaustive list of responsibilities and is subject to changes and exceptions.