

Job Title: Operations Program Specialist
Department: Strategic Initiatives
Reports To: Chief Operating Officer
FLSA Status: Non-Exempt

SUMMARY

The Operations Program Specialist provides program and operational support to all agency components as directed by the COO.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties within the scope of this position may be assigned.

Program Support

- Assist program components with intake, filing, and other duties as assigned.
- Responsible for collecting, researching, and/or preparing all briefing materials – and then follow-up afterwards, as appropriate.
- Review, import, and assign daily/customer inquiries for assistance using various client management databases.
- Safely operate a bus/sedan/van to transport clients and staff as needed.
- Load and unload vehicles as directed.
- Transport products and services to various localities.
- Maintain electronic logging device to track usage of agency vehicles.
- Assign agency vehicles to program staff as needed.

Operations Support

- Maintain operations vendor list for services.
- Ensures the safe operation, maintenance and repair of all agency assets (building, vehicles, etc.) including compliance with all health, safety and OSHA programs, policies, procedures and reports.
- Schedule and follow up with repairs of sedans, light and heavy trucks, and motorized heavy equipment.
- Maintains record and reports concerning mileage, state inspection, gas, and general of condition of vehicles within the fleet.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

INFORMATION PRIVACY AND SECURITY

Team member may have access to Confidential Information (CI) and is required to be familiar with the HRCAP's Privacy policy related to the handling of CI, and follow all related procedures required to protect the privacy and security of CI.

QUALIFICATIONS

- Lift 15 to 50 pounds with or without a reasonable accommodation
- Able to stand and walk for extended periods of time with or without a reasonable accommodation
- Able to repeatedly lift, carry, push, pull, and handle products with or without a reasonable accommodation
- Ability to drive a bus with or without a reasonable accommodation

EDUCATION and/or EXPERIENCE

- Graduation from high school or equivalent and some experience in the operation of automotive equipment, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Possession of a valid drivers license.
- Expertise with Office365, fleet service software preferred.
- Criminal record check, and driving record required for employment

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid Virginia Driver's License.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MEDIUM

Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.

WORK ENVIRONMENT

There are no unusual work environment characteristics associated with performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



MODERATE

Occasionally exposed to extreme atmospheric conditions (temperature, noise, fumes, dust, etc.)

WORK CONDITIONS

N/A

RECEIPT OF JOB DESCRIPTION

I have received, reviewed and understand this job description. I further understand that I am responsible for satisfactorily performing the essential duties described in the job description. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform Human Resources and management of my accommodation needs.

Print Name _____

Associate Signature _____

Date _____