



# Monterey Regional Waste Management District

## ***Job Description***

<b>Position:</b>	<b>Operations Support Specialist</b>	<b>Pay Range:</b>	<b>\$23.15 – \$29.54 (6 steps)</b>
<b>Exempt Status:</b>	<b>Non-Exempt</b>		
<b>Position Status</b>	<b>Full-Time</b>	<b>Reports to:</b>	<b>Equipment Maintenance Manager</b>
<b>Department:</b>	<b>Maintenance Shop, MRF, Site Ops</b>	<b>Updated:</b>	<b>May, 2015</b>

### **DEFINITION**

This is a specialized position with general responsibility for the administration and maintenance of operational records and providing clerical and administrative support to the Equipment Maintenance Department, Site Ops Department and MRF Department. Responsibilities include handling payroll/time sheets for the assigned departments, computerized Fleet Analysis Reports, processing and coding of purchasing invoices, compile department reports; staffing administration and general clerical duties, and to perform other job related duties as required.

**CLASSIFICATIONS DIRECTLY SUPERVISED** - None

### **ESSENTIAL FUNCTIONS**

- Perform a variety of clerical and administrative tasks
- Greet and direct visitors and answer District telephones.
- Ability to operate office equipment and machines
- Ability to sit for prolonged periods of time (2+ hours)
- Ability to stand for prolonged period of time (2+ hours)
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles.
- Ability to read, write and speak fluent English

### **EXAMPLES OF DUTIES**

Serves as primary administrative staff support for Operations functions; performs a variety of office management, administrative support, and fiscal support assignments; maintains and tracks fiscal and budget documents, and reports; prepares and submits activity reports for the Material Recovery Facility, Hazardous Household Waste Program, Landfill Gas Program, and Last Chance Mercantile; reviews and submits payroll documents and records; establishes and updates information retrieval systems; prepares purchasing documents and facilitates purchasing procedures; gathers, organizes, and summarizes a variety of data and information; responsible for filing and file maintenance; performs special projects and prepares reports; prepares correspondence and informational materials; operates computers, maintaining and updating files and databases; generates computer reports; performs word processing; may have lead worker responsibility for other staff; oversees uniform cleaning and delivery; orders and tracks radios and safety equipment; tracks expenses related to the repair of District vehicles and equipment, including labor; compiles, and analyzes data on a variety of topics, preparing reports; screens, routes, and processes calls, information requests, and correspondence for District Operations staff.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Functions, procedures, and policies of the District Operations.
- Legal terminology, forms, and procedures related to the meetings and business of a special district.
- Laws, rules and regulations affecting the District's Operations and programs.
- Establishing and maintenance of record keeping and information retrieval systems.
- Modern office methods, procedures, and equipment.
- Proper English usage, grammar, punctuation, and composition.
- Sound customer service practices and procedures.
- Computer software and applications such as word processing; spreadsheets and Computerized Fleet Analysis (CFA).
- Basic accounting and statistical record keeping.

### **Ability to:**

- Perform a wide variety of complex and specialized administrative support for District Operations functions.
- Interpret, explain and apply a variety of District policies, rules and regulations.
- Provide lead direction and work coordination for other support staff, as assigned.
- Maintain standards of confidentiality.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Use a computer and software applications for word processing and administrative support work..
- Communicate clearly and concisely, both orally and in writing.
- Effectively represent District policies, programs, and services with employees, the public, and representatives of other agencies.
- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District attendance standards.

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of varied and responsible experience in office support work, including some experience in providing lead direction to administrative support staff.

### **Special Requirements:**

Possession of a current California Driver's License issued by the State Department of Motor Vehicles, including on-going insurability to drive District vehicles, are conditions of employment.

## **PHYSICAL AND SENSORY REQUIREMENTS**

The work is performed in an office environment and in an environment with constant noise; regular exposure to dust, some exposure to fumes, grease, fuel; oil, solvents, paint, and trash, some exposure to moving equipment; constant contact with staff and the public. The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 25 pounds without assistance and lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**Mental Demands** - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment** - Normally work is performed in an office environment; some exposure to outdoor conditions; continuous contact with staff and the public.

### **ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

---

Employee Signature

---

Date

---

Employee Name – Please Print