



Monterey Regional Waste Management District

Job Description

Position:	Operations Support Specialist	Department:	MRF
Position Status:	Full Time/Non-exempt	Bargaining Unit:	Support Unit
Reports to:	Assistant MRF Manager	Revised:	December 2017

DEFINITION

This position provides administrative/clerical support to Operations. Responsibilities include data entry, track information, materials, inventory, quality, daily production goals, and auditing; coordinate and track employee safety training, safety equipment inventory; processing employee time cards for assigned departments, compile and prepare department reports; and general clerical and administrative duties as required to support the Operations.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.

- Track inbound/outbound material, quality, inventory, production goals. This requires incumbent to work in an environment surrounded by garbage, walk around heavy equipment and moving machinery for extended periods of time;
- Gather, organize, and summarize a variety of data and information, prepares reports;
- Conducts audit of inbound materials from jurisdictions and prepares related reports;
- Order, maintain and track safety equipment, personal protective equipment, employee uniforms, parts, etc.;
- Coordinate and track employee safety training for assigned departments;
- Process employee timecards in accordance with Payroll requirements, including those for temporary staff;
- Perform a variety of clerical and administrative tasks utilizing a variety of office equipment, machines, camera, etc.;
- Speak, read, write English to carry out oral and written instructions and prepare written documentation;
- Maintains, updates file and databases and is responsible for filing and file maintenance;
- Adhere to an assigned work schedule and meet District attendance standards;
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.;
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Functions, procedures, and policies of the District Operations.
- 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.

- Basic accounting and statistical record keeping.
- Sound customer service practices and procedures.
- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook at an intermediate level and database functionality.

Ability to:

- Perform a wide variety of complex and specialized administrative tasks.
- Interpret, explain and apply a variety of District policies, rules and regulations.
- 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 tasks.
- Understand and carry out oral and written directions.
- Read and write at the level required for successful job performance.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Ability to work safely without presenting a threat to self or others.

Education, 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 operations, manufacturing in an administrative/clerical support role. High School Diploma required.

Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

TYPICAL WORKING CONDITIONS

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 in unsanitary, cold warehouse environment; sit for extended periods in office environment; 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 hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; talk or hear, in person, in meetings and by telephone.

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; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact professionally with the public, employees, consultants, contractors, vendors, capable of establishing priorities among the essential functions of the job and coordinating these priorities with others.

Work Environment

Normally work is performed in an warehouse and office environment; will be exposed to varying temperatures, dirt, dust, fumes, noise, garbage, foul odors; heavy equipment and moving machinery.

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