

JOB DESCRIPTION

JOB TITLE: Operations Assistant
DEPARTMENT: Operations Department
REPORTS TO: Operations Manager
LOCATION: District Office, Tehachapi, CA

JOB DESCRIPTION: Under direct supervision performs a wide variety of tasks related to the construction, maintenance, repair and operation of a water distribution system, provides administrative and clerical support for the Operations Departments, including computer work, data entry, filing, records keeping. Performs a variety of entry-level warehouse duties including organizing, cleaning, inventory maintenance, shipping, receiving and storing of equipment, materials and parts. Will operate a district vehicle to pick up/drop off a variety of materials, parts and supplies from/to outside vendors. This is an entry-level class position in the department. Performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides routine assistance to Operations staff as directed by the Operations and/or General Manager.
- Assists Operations Department staff in the field with general tasks related to System and Facilities Maintenance.
- Performs cleaning, maintenance, and minor custodial work as required in District buildings, grounds and other facilities
- Performs warehouse duties, inventory maintenance, shipping receiving, and storing of equipment, materials and parts; provides purchasing assistance
- Operates District forklift to load and unload deliveries from various suppliers/vendors
- Monitoring parts and materials request, ordering and delivering parts/materials to job sites and various outside locations
- Researches materials and parts for procurement
- Sets up tables and chairs for various District functions
- Delivers and picks up district mail and office supplies
- Inputs accurate records and logs
- Operates assigned District vehicles skillfully and safely, observes safe driving practices
- Operates copiers and a variety of office equipment, performs routine clerical duties
- Performs duties in a professional manner and works well with others in a team setting
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, vendors, and the public.
- Observes regular attendance and adherence to prescribed work schedule
- Observes safe work practices and safety methods.
- Performs other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to be bonded.

EDUCATION AND/OR EXPERIENCE: Any combination of education that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: high school graduation (or GED) and one-year experience in a professional work environment. Any combination of education and experience that would provide the necessary knowledge and abilities.

ABILITIES/SKILLS: Ability to read and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively. Ability to perform basic mathematical calculations. Ability to use computers, equipment and programs. Ability to apply common sense understanding and to carry out detailed, written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Receive, count, inspect, store and issue warehouse items. Maintain a clean orderly work area.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Class “C” driver’s license with a satisfactory driving record.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear. The employee frequently is required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl and taste or smell. May be required to drive long distances to deliver/pickup material or parts.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee frequently works in outside weather conditions and is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.

The noise level in the pump plant work environment is usually very loud.