

POSITION TITLE: Operations Coordinator
Hiring Range: \$31,200 - \$34,840

Classification: Full-Time
FLSA Status: Exempt

SUPERVISED BY: Operations Manager

Location: Albuquerque, NM

SUMMARY: Responsible for multiple projects and systems including facilities and upkeep, fleet maintenance, health & safety, and building contracts. Works directly with all levels of management to address and resolve needs of the organization and programmatic demands. Analyze process workflow, employee space requirements and equipment layout, to implement and recommend change as needed. Understand and comply with federal, state and local regulatory guidelines for both programmatic and organizational growth. Establish fiscally responsible contracts and pricing, ensure proper maintenance and serve as primary liaison with utilities and local government agencies, such as fire, police, health and safety agencies. Ensure compliance with CARF accreditation guidelines for facilities and any programmatic stipulations under responsibility. Develop and implement programs to ensure efficient and cost-effective operations as well as identify and execute innovative plans to increase company utilization and revenue. Supervise up to two (2) employees.

ESSENTIAL JOB FUNCTIONS:

- Serve as primary point of contact for issues related to equipment quality or accidents and mishaps for clients or staff, including security and safety of facilities, equipment and personnel
- Maintain ongoing inventory of durable goods and ensure we are utilizing inventory effectively, purchasing the right equipment, maintaining solid inventory data and reduce sub-rental expenses
- Maintain safe and healthy work environment by establishing, following and enforcing implementation of a corporate health & safety training program
- Supervise operations of community donation program to include cost accountability, inventory management, donation and distribution guidelines and procedures
- Ensure compliance and communication with lessors, vendors and subcontractors including review of contracts to meet corporate guidelines and organizational needs
- Conduct, at a minimum, annual inspections with reports to management regarding specific and overall condition of all facilities to include annual maintenance budget development, depreciation and end of life projected replacement costs
- Execute preventive maintenance to increase lifespan of interior and exterior buildings & equipment, including filing and permits with regulatory authorities
- Supervise fleet maintenance and safety training program, as directed
- Experience working with budgets and ensuring fiscal efficiency and accountability helpful

Minimum Qualifications	Some College; Associates degree or two (2) years' college; Combination of experience and education commensurate with the roles of the position
	Two (2) or more years of direct management experience
	Experience with basic facility maintenance, security and maintenance programs that ensure a safe and secure working environment
	<i>* Combination of education and experience may be substituted at discretion of hiring authority</i>
Preferred Skills	College Degree; three (3) or more years supervisor experience
	Experience in safety coordination, planning and compliance with OSHA. Understand life safety, state and local zoning guidelines
	Intermediate or advanced computer skills using MS Office and Windows OS
KNOWLEDGE, SKILLS & ABILITIES	
Client-Focused	<ul style="list-style-type: none"> Understanding of clients suffering from chronic long-term homeless issues including mental illness, psychosocial integration and substance use Provide quality customer service to support clients in the nutrition, food distribution and donation program
Judgment and Decision Making	<ul style="list-style-type: none"> Coordinate with Operations Manager when addressing complex organizational needs involving multiple community partners Assess fiscal effectiveness and make sound recommendations that require costs to be incurred for the organization
Communication	<ul style="list-style-type: none"> Communicate effectively both orally and in writing Maintains positive work atmosphere by behaving and communicating in a manner that fosters good relationships with clients, co-workers and supervisors
Technical Skills	<ul style="list-style-type: none"> Track and maintain records of material, personnel and labor costs associated with ongoing maintenance and repair needs Supervise staff using positive reinforcement and mentoring as tools to success Implement inventory control programs that enable effective logistical operations Experience conducting and supervising general maintenance and repair activities
Teamwork	<ul style="list-style-type: none"> Demonstrate tolerance, patience, flexibility, and the ability to work independently, and as a part of a team, to solve problems and achieve programmatic goals Manage workload and provide support to team members when needed Develop and maintain effective working relationships with community partners
PHYSICAL REQUIREMENTS	
Constant	Work in difficult weather and environments
Frequent	Record and track maintenance, personal data and interpret government documents
Frequent	Drive safely and recognize hazards, including 15-passenger van and box truck
Occasional	Able to lift 50lbs and operate manual work equipment
ADDITIONAL REQUIREMENTS	<ul style="list-style-type: none"> Valid US Driver License, Proof of Current Insurance, Use of Reliable POV Clean Motor Vehicle Driving Record – no more than 2 moving violations or license suspension in the past 3 years
	<i>* Criminal History does not automatically exclude applicant from potential hiring</i>
WORKING CONDITIONS	Indoor: 60% - Office environment Outdoor: 40% - All weather conditions & temperatures