

## Operations Specialist

### Purpose Statement

The job of Operations Specialist is for the purpose/s of performing difficult facilities analysis work requiring independent judgment and knowledge related to District facility asset management; and performing technical, data and reporting tasks related to these assignments.

### Essential Functions

- Directs and assists project teams, Operations departments, county, state and other agencies for the purpose of providing information,
- interpreting and applying asset analysis and data, resolving facility data inaccuracies and maintaining real-time information.
- Documents activities/actions in regards to facility maintenance and upgrades for the purpose of providing accurate record/s and an audit trail.
- Work closely with all Operations departments, developing strategies to assist with operational implementations and facility preservation analysis. This will include assistance with defining goals, timeline, and training needs for projects.
- Monitors files including budgets, revenues, and expenditures, data and information (e.g. purchase orders, invoices, forms, etc.) for the purpose of verifying and documenting appropriate funding sources and allocations.
- Overseeing the creation of needs assessment when necessary and providing follow-up data when the project is complete to ensure information integrity.
- Coordinates, documents, and assigns tasks for the project and preventative maintenance teams with guided direction and support when needed.
- Monitor issues, provides solutions, and implements data changes into Asset Planner as necessary to ensure inventory and life cycle accuracy.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.

### Minimum Qualifications

#### Mental Requirements

**Learning Development- Level C** Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

**Problem Solving - Level 2** Work situations require consideration and interpretation of circumstances or information to choose the most effective responses. Solutions may be somewhat technical, yet are relatively straightforward, obvious and well-defined once problems are understood. Responses come from the realm of prior learning and experiences

#### Physical Requirements

**Physical Skill - Level B** Some learned physical skill is required. Certain coordinated finger, limb, or body movements must be performed in the course of regular work routines. These can usually be learned and competency developed on the job over a relatively short period of time.

**Physical Effort - Level 1** Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

#### Social Requirements

**Human Relations Skill- Level B** Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. Skills in establishing harmonious relationships and gaining cooperation are important.

**Scope of Contacts - Level 1** The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

#### Work Environment

**Performance Environment - Level A** Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

**Physical Working Conditions - Level 2** Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. Occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

#### Accountability

**Level of Accountability -Level C** Responsible for performing work requiring advanced job skills and for responding to work situations within minimum guidance or direction.may be responsible for training and guiding others, and/or reviewing their work. senior level contributor, lead person, or working supervisor.

**Organizational Impact - Level 2** Work results impact the accuracy, reliability, and acceptability of further results beyond the immediate work section. work results are noticeable and represent a portion of, or support product or service received by the customer or general public.

### **Experience, Education, and Certifications**

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High School diploma or equivalent.

**Certifications/Clearances:** Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

### **Compensation Details**

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 113

Work Calendar: Support 12 Month Short / 12 month long