

JOB DESCRIPTION

CAGLIA ENVIRONMENTAL LLC

Division: CE

Position: Shop Operations Specialist

Location: Madera County

Reports to: Maintenance Manager

Basic Functions:

Provide clerical and administrative support to Maintenance Manager and assists in coordinating parts purchasing & receiving, inventory, and required aspects of daily operations, including data input and record keeping.

Principal Duties & Responsibilities:

- Works closely with the Maintenance Manager on a daily basis to ensure correct parts and supplies are on hand for mechanics to perform daily PM's and repairs.
- Inputs daily equipment hours, PM's, and Work Orders submitted by mechanics for each job performed.
- Helps with operational and administrative changes to improve shop efficiencies.
- Assists with customer support including Franchise, Operations, and Landfill. Along with Outside customers when necessary.
- Tracks and audits Fuel purchases and usages.
- Works closely with shop mechanics with parts purchases to ensure correct parts are on hand and/or delivered in a timely fashion.
- Assists in tracking and reporting PM services and repairs.
- Maintains and distributes shop information as needed.
- Coordinates customer service along side the Maintenance Manager.
- Assists in all other assigned duties or special projects and implementations.
- Numerous other tasks as directed by the Maintenance Manager.

Core Competencies

- Produce results
- Use technical and professional knowledge
- Make sound decisions

Required and Preferred Qualifications (Skills, Education and Experience)

- High School diploma with a 2-year college degree or related experience
- Extremely detail oriented
- Ability to work in all outside elements including; dust, mud, wind, rain, etc
- Ability to identify and resolve problems and provide effective solutions
- Highly self motivated with ability to achieve with limited supervision
- Ability to work in fast paced environment with demonstrated ability to juggle and prioritize multiple tasks and meet deadlines
- Excellent ability to communicate and interact with mechanics, customers and all levels of company personnel
- Must be able to read, write and speak English
- Proficient PC, Data entry, MS Office, Windows and Excel skills with ability to type.