



TECOPA OPERATIONS MANAGER

DEFINITION: This position has several key areas of responsibility. These include the coordination of Health and Human Services and Senior programs in the Tecopa and Shoshone areas, and performing janitorial/building and maintenance activities. Programs include nutrition, transportation, outreach escort, information and referral, prevention activities, public assistance eligibility, social services, community in-house and volunteer services. In addition to service coordination, the incumbent will greet and provide information to visitors, monitor the on-site two-acre sewage treatment lagoon, and perform janitorial and general building maintenance and repair, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS: Incumbents perform the full range of tasks associated with public use of County facilities, the maintenance and janitorial services of these facilities and coordination of Senior Services. This position requires that the incumbent work well with a wide range of community members and possess, at a minimum, a State Grade I Waste Water Treatment Plant Operator Certification.

ESSENTIAL JOB DUTIES: **ESAAA Senior Program** – Identifies seniors' needs and meets on-site or refers to appropriate individual or agency; coordinates operations of assigned senior center/area; organizes social activities; coordinates and helps to develop plans to stimulate community interest and involvement in the senior program; coordinates and trains volunteers; attends meetings and "in service" training; maintains various statistical records and individual case files; compiles and submits monthly statistical reports complying with California Department of Aging and Eastern Sierra Area Agency on Aging requirements. Assesses individually all home-delivered meal (C2) recipients and in-home service clients, counts and deposits all program income donations for nutrition, transportation, and other services; follows California Department of Aging, HHS, ESAAA and County policies and procedures; directs the work of and substitutes for a Health and Human Services Specialist paraprofessional position.

Janitorial/Building and Maintenance – Performs general building and janitorial service maintenance and other activities such as mowing lawns, raking leaves, basic knowledge of and ability to repair plumbing, roofs, drains, floors; cleaning restrooms, and painting; operates various equipment such as light trucks, chainsaw, lawn mower, and hand tools; maintains equipment. Conducts daily inspections of an on-site two-acre sewage treatment lagoon and provides daily and monthly reports for submission to the various State agencies. Additionally, receives visitors, provides program information as

needed; accounts for receipts; gives directions, and explains interesting features of the local area; schedules individuals and groups in the Community Center Building.

Health and Human Services - Provide education on child abuse prevention, drug and alcohol abuse prevention and other health and mental health services. Employees work with a high degree of independence in administering services and in using agency or community resources, may determine initial and continuing eligibility for one or more aid programs; perform other related work as assigned.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with five years experience working with the public. Must have previous outdoor maintenance experience; experience working with senior citizens is desirable.

Ability to: Perform general grounds and general building maintenance; perform janitorial work; operate equipment and tools used for general grounds and building maintenance; understand and carry out oral and written instructions; maintain usage statistics; communicate effectively and deal tactfully with the general public and others in the course of work; ability to learn and understand the California State and Inyo-Mono Area Agency on Aging policies, rules, and regulations for administering seniors' programs; knowledge of local area needs and available resources; knowledge of basic principles of supervision and office administration; and scheduling of public building use. Must have ability to work outdoors under varying weather conditions, including extreme temperatures, sun, wind, and insects; handle and operate tools or controls; reach with hands and arms, stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, and crawl; lift and carry up to 75 pounds.

Special requirements: Must possess a valid operator's license issued by the Department of Motor Vehicles. Must possess and maintain, at a minimum, a State Certified Grade I Waste Water Treatment Plant Operator Certification.