



THE H.E. BUTT FAMILY FOUNDATION

Position Profile

Canyon Operations Resource Coordinator

May 2018

POSITION SUMMARY: The Canyon Operations Resource Coordinator supports the Canyon Operations Team by providing effective management of resources and processes. This position ensures that Canyon facilities and Operations staff have adequate and organized materials and equipment available for their daily work in support of the Programs.

ORGANIZATIONAL VALUES: Daily work reflects the values of Teamwork and Unity, Quality, Stewardship, Service and Hospitality, Trust, Honesty and Truthfulness, Flexibility and Learning.

ESSENTIAL FUNCTIONS:

- Manages inventory to support the Canyon Operations Team and the facility needs in maintenance, grounds, housekeeping, technical equipment, electrical, plumbing, carpentry, painting, welding, and other areas of repair and maintenance
 - Maintain specialty tools and other high value/low use tools for check in/out by facility staff: Examples of these items are: hammer drills, nail guns, LP gas cylinders, hand-held radios, maintaining fuel in the fuel tanks, and repurposed items such as furniture, hardware, or equipment
 - Serves as the primary point of contact for shipping and receiving of Canyon Operation resources
 - Performs regular audits to identify and replace unusable products
 - Manages secondary (backup) key distribution and controls for Canyon facilities and vehicles
 - Maintains cleanliness of storage and barn delivery areas
- Develops and implements an inventory management process and guidelines
- Manages CMMS (Computerized Maintenance Management System) and Inventory Management Systems—current software is “The Dude”
 - Maintains and updates inventory records, including movements and deletions
 - Supports the utilization of min/max inventory management
 - Manages SDS (Safety Data Sheet) input and readiness
- Manages the primary dispatch responsibilities for radio traffic and incoming phone calls
- Schedules and coordinates service vendor site visits including but not limited to: pest control, fire system inspections, OSSF needs, kitchen vent cleaning, solid waste & recycling disposal, lawn/turf care services, LP gas deliveries, and chimney services
- Performs other related duties as assigned by management

QUALIFICATIONS:

- High school diploma or equivalent
- Minimum of two years working experience in a team environment
- Experience on an operations team a plus

COMPETENCIES – Knowledge, Skills and Abilities:

- The ability to organize equipment and tools to efficiently support the needs of users
- Proficiency in understanding specialty tools and applicable chemicals and their use
- Excellent verbal and written communications
- Computer skills and aptitude – software examples include Microsoft Office, Outlook, and CMMS
- Basic mechanical and electrical knowledge
- Understanding of forklift use and ability to assist the forklift operator
- The ability to inspire the trust of others in everyday situations as well as ability to mitigate in complex interactions with competing viewpoints and recognize when to escalate to others in leadership

PHYSICAL REQUIREMENTS:

- The employee must frequently lift or move up to 30 pounds
- While performing the duties of this job, the employee is regularly required to talk or hear
- Occasionally climb ladders/stairs to access platforms and equipment

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration
- Subject to environmental work conditions and able to work in an outdoor environment during all times of the year

For more information, contact Shelley Severson at 713-303-7086 or sseverson@hebff.org.