



OPERATIONS COORDINATOR

Position Summary:

Assist in all types of work within the Operations Department. Provides support to the operations department by developing, processing and maintaining accurate records within the department. Assist in purchasing and monitoring warehouse inventory levels and member communication, scheduling appointments and taking calls for the operations department.

Reporting Relationship:

Reports to: Director of Operations

Duties and Responsibilities:

- Performs clerical duties for the Operations department—takes calls, maintains calendar, etc.
- Assist in selecting vendors and procuring material.
- Assist in maintaining and controlling purchase orders with approvals.
- Assist in developing bid documents, evaluating vendor service levels, and approving the quality of items purchased.
- Reviews purchase requests and invoices for compliance and payment.
- Receives and charges out material into inventory records.
- Provides support to the Engineering and Operations Department by developing, processing and maintaining accurate records.
- Assist with checking construction units to record on all completed work orders; notifies the accounting division of completed orders.
- Assist with maintaining records of joint trenching and joint pole use of fiber and telephone companies; preparing data for pole attachments, joint trench billings, and direct charges.
- Assist with coordinating the location of underground utilities through the Ohio Utilities Protection Service (OUPS) and processing tickets online.
- Maintains transformer and meter records.
- Produces transformer disposal documentation.

- Schedules appointments, answers phone calls and takes necessary actions required in the absence of department supervisors.
- Acts as the primary dispatcher to assist all field personnel as needed.
- Assist with inputs, verifies data, and performs various functions dealing with the Cooperative AMI system.
- Prepares and closes out service and work orders.
- Perform duties in accordance with the Cooperative's safety rules, operating regulations, and practices, and report unsafe conditions and practices.
- Promote an environment that encourages team building by assisting other employees with the completion of their responsibilities.
- Stays proficient in First-aid and CPR training.
- Responds to customer, regulatory or management inquiries promptly and professionally.
- Must be able to read, write, and understand sequential processes in written, oral, diagram, or schedule form.

Position Requirements:

- High school or vocational school graduates or have completed the General Education Development (GED).
- Must be able to use office equipment such as a computer, keyboard, copier, printer, etc.
- Must be well organized and have excellent attention to detail.
- Must be able to prioritize and manage multiple tasks with exceptional accuracy and completion.