

**Field Operations Specialist
East Aldine Management District
Hawes Hill & Associates LLP**

Job Description Summary: Responsible for managing, coordinating, and performing field operations on behalf of the East Aldine Management District, a special purpose government district served by Hawes Hill & Associates LLP, in accordance with the district's approved *Service and Improvement Plan*. The Operations Specialist reports to and works under the general supervision of the district's Deputy Executive Director and Executive Director. In addition, the Operations Specialist receives staff support from the Administrative Assistant/Assistant Field Operations Specialist.

Essential Duties and Responsibilities:

- Drive the district on a daily/weekly basis to gather information, take photos, prepare periodic reports, including address lists, graphs and charts, pertinent to the district's priorities for right-of-way clean-up and beautification, infrastructure maintenance, as well as community/neighborhood Improvement initiatives.
- Prepare and disseminate reports, requests, work orders, and other related information necessary to address any roadside trash, dumpsites, nuisance properties, junked vehicles, weeded lots, and damaged infrastructure (such as traffic signs, potholes, water/sewer leaks, drainage problems, etc.)
- Serve as primary staff support for the ***Mobility & Environmental Design Committee*** and other committees as assigned.
- Assist in coordination with contractors hired to carry out specific district projects related to right-of-way maintenance and de-littering, street sign maintenance, streetlight installation and maintenance, Recycling Center operations, and other physical improvements and repairs.
- Establish and maintain effective working relationships with the area's residents, businesses, community organizations, local institutions, local government entities, and the public.
- Maintain files, databases, spreadsheets, lists, and documents necessary to document, track, follow-up on and report all field operations activity and work.
- Coordinate with staff, contractors, neighborhood residents, city and county officials, and businesses on the clean-up of properties, streets and neighborhoods.
- Work in close coordination with the district's Deputy Executive Director and Executive Director on any other tasks and duties necessary to carry out the district's mission, goals, and objectives. Oversee the support functions of the Administrative Assistant/Assistant Field Operations Specialist.
- Assist with other district functions in coordination with district staff.
- Assist in gathering and maintaining contact information for area businesses, community partners, and neighborhood residents for use in email distribution, mail-outs and other forms of mass communication to keep the community informed about district news and events.
- Perform other duties as assigned.

Knowledge:

Bilingual in Spanish/English languages required. Must have a valid Texas driver's license and safe driving record. Excellent verbal and written communication skills; problem-solving skills; ability to work in a fast-paced environment with a diverse community; ability to work independently, manage deadlines, follow through, organize and prioritize tasks as necessary; willingness to work as a member of a team

in moving community improvement initiatives forward; proficiency in computer word processing and database programs such as Excel, PowerPoint, and Windows.

Training and Experience: High school diploma or GED certificate required; up to eighteen months of specialized education or training in a specific area or trade in a related field desired. At least two years of applicable customer service experience preferred.

Other Conditions: Must be willing to work occasional irregular hours and weekends to support the districts' programs and initiatives, attend evening meetings/events, meet deadlines, and achieve objectives. Must submit names and contact information for at least three personal/professional references.

Physical Conditions: Must be able to lift up to 50 pounds.

Salary range: \$41,000 - \$65,000 annually, depending on qualifications and experience. Benefits include health, basic dental and vision, life and accidental death and disability insurance, SIMPLE IRA retirement plan; paid vacation, sick leave and holidays.

To Apply, Contact:

Veronica Sanches, Deputy Executive Director, (vsanches@haweshill.com)

or

Richard Cantu, Executive Director, (rcantu@haweshill.com)

Hawes Hill and Associates LLP firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We encourage women, people of color, members of the LGBTQ community, and those who identify with other underrepresented groups to apply.