

StormwaterRx Operations Specialist

Department: Operations

Location: Portland, OR

Reports To: Operations Manager

FLSA Status: Non-exempt

Compensation: \$20 - 25 per hour, depending on experience

Benefits: Health and Dental Benefits; Paid Holidays; PTO; 401k with match

StormwaterRx is looking for a motivated full-time Operations Specialist to join our team in our Portland Oregon office.

For the past 15 years StormwaterRx has been manufacturing stormwater treatment systems and providing related engineering services for industrial customers throughout North America. StormwaterRx products and services help industrial facilities comply with the Clean Water Act while protecting our nations' waterways. Check out our website for more information: <https://www.stormwaterx.com/>

Responsibilities:

- Produce and prepare production components and assemblies, per StormwaterRx Production Drawings, for shipment. Components mainly from PVC pipe.
- Assist with shipping/delivery of internal components to customer and/or sub-contract supplier.
- Assist with monitoring project schedule and work as necessary with teams to ensure on time delivery to customer.
- Perform field installations of components at customers' facilities.
- Maintain cleanliness and organization in production areas.
- Up to 30% travel. Overnight travel may be required.
- Other duties as assigned.

Preferred Qualifications:

- Education – High school diploma or equivalent required.
- Experience – Experience in the field of production, construction, logistics, or project management.
- Clerical – Basic computer skills.
- Physical Ability – Must be proficient with basic power tools and be able to lift 75 pounds.
- General Skills – Strong organizational, time management, and prioritization skills with great attention to detail.
- Safety – Responsible for performing duties in a safe manner in accordance with Newterra's policies and procedures and adhere to all safety standards required by customers when at their location.
- Forklift – Small forklift experience preferred.
- Customer and Personal Service – Must present a professional demeanor both in person and on the phone with all customers and suppliers.
- Mathematics – Basic math skills: add, subtract, multiply and divide.

- Communication – Excellent English communication skills, written and verbal.