



Position Title: Operations Manager

Status: Exempt

Location: TBD

Organizational Summary:

River Partners helps local communities reconnect and revitalize floodplains and river landscapes across the state of California. We are a private, non-profit organization with offices in Chico, Sacramento, Turlock, and San Diego. As a project-focused company, we believe in the power of demonstrating environmental improvement through large-scale river restoration and empowering others through partnership and collaboration.

Position Description:

The Operations Manager will play a key role on the executive management team as our organization continues to experience rapid growth. The Operations Manager works with both the Director of Operations and Chief Financial Officer to support in organization wide logistics related to risk management and safety, fleet and equipment management, and managing company leases. The Operations Manager's objective is to find ways to cut costs and maximize profits; and, to support the creation of a healthy and safe workplace.

- Works with executive management to evaluate current and future vehicle and equipment needs, and to effectively and efficiently manage currently owned assets.
- Reviews and makes recommendations to executive management for improvement to the organization's policies, procedures and practices on risk management and fleet and safety matters.
- Manage leases for River Partners' owned property, typically for farming activities.
- Registering and licensing all vehicles under River Partners ownership. Maintaining detailed records of vehicle servicing and inspection. Scheduling regular vehicle maintenance to ensure operational efficiency. Ensuring strict servicing and maintenance times to minimize downtime and maintain schedules.
- Lead the development, implementation and maintenance of all safety policies, procedures and programs in compliance with local, state and federal rules and regulations including the California Division of Occupational Safety and Health Administration, 29 CFR 1910 (Cal OSHA) for River Partners.
- Provide strategic and operational advice to senior leaders, managers and supervisors to enable them to effectively carry out their perspective health and safety responsibilities.
- Provide leadership to coordinate corporate and department resources to support compliance with federal and state legislation and mitigate risk to the Company
- Maintenance and implement of all aspects of the health and safety program and services, including evaluating practices and procedures to assess risk and adherence to the law.
- Develop, implement and maintain safety records.
- Performs other duties as required.



Essential Knowledge Skills and Abilities:

- Ability to work effectively in a rapidly growing organization subject to changing conditions.
- Willingness to travel to all company offices.
- Ability to organize and lead company events.
- Ensuring that requests for information are handled promptly and effectively.
- Excellent verbal, analytical, organizational and written skills.
- Integrity and ethics beyond reproach.
- Commitment and enthusiasm to carry out River Partners mission.

Qualifications:

- Degree in Logistics or Accounting.
- Proven 2+ years' experience in fleet management and safety.
- Excellent knowledge of OSHA guidelines and practices.
- Knowledge of, or willingness to learn, safety rules and regulations.
- Thorough knowledge of fleet resource management principles and best practices.
- Experience working with Microsoft Office Suite software.
- Ability to establish and maintain effective and professional working relationships with employees and the public.
- Show good judgment in identifying and handling confidential information.
- Ability to set priorities among multiple requests.
- Capable of working independently with little guidance.

To apply email your resume, cover letter and 3 references to:

Jobs@riverpartners.org

Or send an application via mail to:

River Partners
Attn: Operations Manager
580 Vallombrosa Ave
Chico CA 95926

Please no calls on this position.