



Operations Support Specialist

Metro Community Health Center extends great benefits to our eligible employees.

MCHC current benefits are:

- MCHC pays 100% of the employee premium for UPMC Medical, United Concordia dental, STD, LTD and Life insurance
- VBA vision coverage is offered as voluntary coverage that is paid for by the employee
- Medical and Dependent Care FSA and HRA
- 2 weeks of paid parental leave
- 20 days (4 weeks) of PTO for your 1st two years
- 12 paid holidays
- 401k with a 4% match

POSITION SUMMARY:

To provide essential operational support to Metro Community Health Center. This role is responsible for driving organization vehicles, supporting outreach initiatives, delivering and transporting supplies, and performing general maintenance as needed. This position plays a key role in ensuring efficient daily operations across multiple sites and programs.

ESSENTIAL FUNCTIONS:

- Operate MCHC Vehicles including:
 - Food Trucks, Vans and/or Medical RV
- Transport and delivering food, supplies and equipment to designated locations.
- Driving Vehicles to Community Outreach Events
- Perform basic maintenance of all vehicles
 - Includes filling with gas, washing vehicles, etc.
- Provide general property maintenance and support, including:
 - Landscaping, General Cleaning and upkeep, etc.
- Work with COO to identify and solve problems with individual property needs.
- Other duties as assigned.

POSITION REQUIREMENTS:

Education/Experience

- Valid CDL License required

Skills/Abilities

- Ability to drive a variety of vehicles
- Ability to lift, carry and move deliveries and equipment
- Strong attention to safety, reliability, and time management
- Ability to work independently and follow directions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Noise level in the work environment is usually quiet.