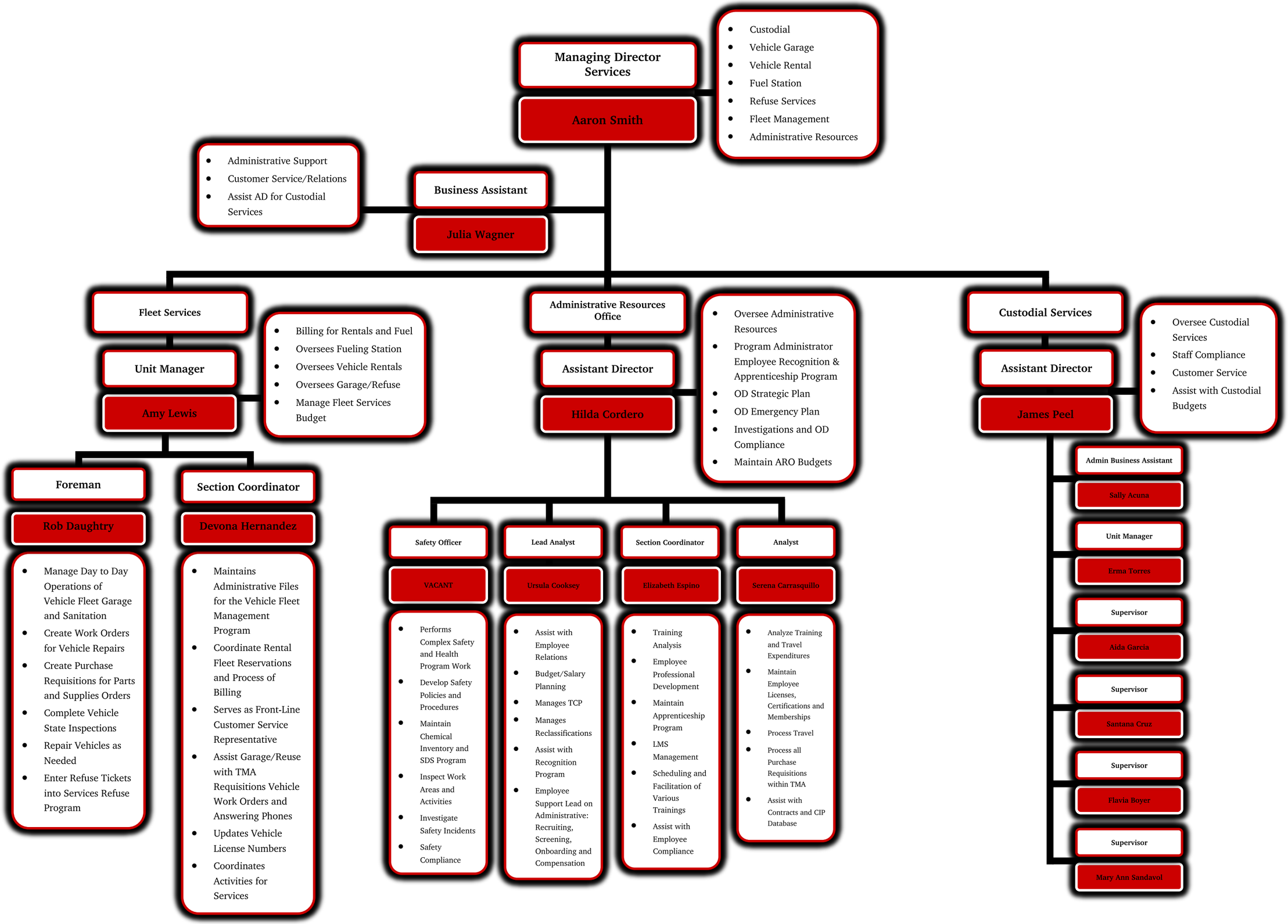
Managing Director Services
Aaron Smith
Custodial
Vehicle Garage
Vehicle Rental
Fuel Station
Refuse Services
Fleet Management
Administrative Resources
Administrative Support
Customer Service/Relations
Assist AD for Custodial Services
Business Assistant
Julia Wagner
Fleet Services
Unit Manager
Amy Lewis
Billing for Rentals and Fuel
Oversees Fueling Station
Oversees Vehicle Rentals
Oversees Garage/Refuse
Manage Fleet Services Budget
Foreman
Rob Daughtry
Manage Day to Day Operations of Vehicle Fleet Garage and Sanitation
Create Work Orders for Vehicle Repairs
Create Purchase Requisitions for Parts and Supplies Orders
Complete Vehicle State Inspections
Repair Vehicles as Needed
Enter Refuse Tickets into Services Refuse Program
Section Coordinator
Devona Hernandez
Maintains Administrative Files for the Vehicle Fleet Management Program
Coordinate Rental Fleet Reservations and Process of Billing
Serves as Front-Line Customer Service Representative
Assist Garage/Reuse with TMA Requisitions Vehicle Work Orders and Answering Phones
Updates Vehicle License Numbers
Coordinates Activities for Services
Administrative Resources Office
Assistant Director
Hilda Cordero
Oversee Administrative Resources
Program Administrator Employee Recognition & Apprenticeship Program
OD Strategic Plan
OD Emergency Plan
Investigations and OD Compliance
Maintain ARO Budgets
Safety Officer
VACANT
Performs Complex Safety and Health Program Work
Develop Safety Policies and Procedures
Maintain Chemical Inventory and SDS Program
Inspect Work Areas and Activities
Investigate Safety Incidents
Safety Compliance
Lead Analyst
Ursula Cooksey
Assist with Employee Relations
Budget/Salary Planning
Manages TCP
Manages Reclassifications
Assist with Recognition Program
Employee Support Lead on Administrative: Recruiting, Screening, Onboarding and Compensation
Section Coordinator
Elizabeth Espino
Training Analysis
Employee Professional Development
Maintain Apprenticeship Program
LMS Management
Scheduling and Facilitation of Various Trainings
Assist with Employee Compliance
Analyst
Serena Carrasquillo
Analyze Training and Travel Expenditures
Maintain Employee Licenses, Certifications and Memberships
Process Travel
Process all Purchase Requisitions within TMA
Assist with Contracts and CIP Database
Custodial Services
Assistant Director
James Peel
Oversee Custodial Services
Staff Compliance
Customer Service
Assist with Custodial Budgets
Admin Business Assistant
Sally Acuna
Unit Manager
Erma Torres
Supervisor
Aida Garcia
Supervisor
Santana Cruz
Supervisor
Flavia Boyer
Supervisor
Mary Ann Sandavol