

**Job Title: Operational Manager****Location: Concord, CA**

**Overview:** GoMentum Station is a leading CAV (Connected and Autonomous Vehicles) testing facility located in Concord, California. We provide state-of-the-art testing infrastructure and support services for our public and private partners.

**Position Overview:** We are seeking a skilled and motivated Operational Manager to oversee the day-to-day operations of GoMentum Station. The Operational Manager will manage all aspects of facility operations, including scheduling, client communication, equipment management, asset maintenance, and vendor/contractor management.

**Responsibilities:**

- Oversee facility operation management and asset maintenance.
- Manage, oversight and coordinate maintenance with site service contractors as needed.
- Execute and follow multi-level operational policies, procedures, and restrictions.
- Collaborate and maintain relationships with the public and private clients to support the GoMentum Station operation.
- Act as the primary point of contact for client inquiries, concerns as relate to testing and operation, and **escalate problems when appropriate to ensure prompt resolution.**
- Manage and support the scheduling system for testing zone reservations according to client needs and facility capacity.
- Lead emergency response and crisis management efforts, ensuring the safety and security of personnel and assets.
- Assist with updating and maintaining the testing facility handbook and ensure clients adhere to facility rules and restrictions.
- Manage test equipment, including storage, delivery, and maintenance.
- Prepare and provide regular daily logs, weekly detailed reports on test equipment usage and services provided to the clients.
- Assist with preparation of look ahead report.
- Coordinate with internal teams to ensure seamless execution of testing activities and client deliverables.
- Conduct regular inspections of the facility to ensure compliance with safety regulations and industry standards.
- Prepare and present regular reports on facility operations, including Key Performance Indicators (KPI).
- Lead and supervise a team of operational staff, providing guidance, training, and performance feedback, encouraging creativity and problem-solving.
- Oversee the procurement of necessary supplies, equipment, and services to support testing operations.

**Additional Responsibilities:**

- Monitor and evaluate facility operations to identify areas for improvement and implement corrective actions to optimize efficiency and effectiveness.
- Oversight and management of capital improvement projects to enhance facility infrastructure and capabilities.
- Participate in strategic weekly, monthly and planning sessions
- Report to Executive Director and Management team.
- Assist with operational optimization and reducing operating costs.

**Requirements:**

- Bachelor's degree in business administration or related field is preferred but not required.
- Proven experience in operations management and customer relations.

- Strong organizational and multitasking skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Ability to work effectively in a fast-paced environment with tight deadlines.
- Knowledge of California state regulations and compliance requirements.
- Experience with vendor/contract management.
- Basic computer skills and knowledge of Excel.

**Salary Range (\$100K-\$145K) depending on experience:** The range for this position will be competitive and commensurate with experience and qualifications. It will be in accordance with California state regulations and industry standards.

**How to Apply:** Interested candidates should submit their resume and a cover letter detailing their relevant experience and qualifications to [beth@next-genmobility.com](mailto:beth@next-genmobility.com).