

Operations Manager

The Woods Academy in Bethesda, Maryland, is seeking a highly motivated and collaborative individual to serve as Operations Manager. The Woods Academy is an inclusive Catholic community preparing boys and girls to lead lives of significance. The school serves approximately 300 students in the Washington DC Metropolitan area, including Montgomery County Maryland, Northern Virginia, and the District of Columbia. The Woods is where children come to discover their talents, grow in their faith, challenge themselves, and foster a strong desire to lead lives of significance. The school provides a comprehensive education for children from Preschool to Eighth Grade with strong academics, Montessori preschool, a daily world language program, hands-on technology instruction, and a well-rounded arts program, all conducted in a small classroom setting.

In support of the school's mission, the Operations Manager is responsible for the campus operations of the school and its programs, including auxiliary services. This is a 12-month full time position, which reports directly to the CFO and includes the following responsibilities:

- Establish facilities maintenance policies and plans for all major building components and systems to optimize performance and manage replacement costs.
- Draft annual operating budget and capital renewal budget for building and grounds for the CFO to incorporate into the school's annual budget. Maintain long-term capital replacement plan/budget and manage all facilities related expenditures.
- Oversee all security and safety requirements. Advise the Head of School on campus safety decisions that affect daily operations including school closing matters (e.g. inclement weather, utility outages).
- Ensure compliance with local, state and federal regulatory requirements, including work safety regulations. Oversee inspections of all building systems as needed for compliance (i.e. boiler, sprinklers, fire alarm, etc.). Develop and maintain appropriate files.
- Manage the selection processes for all building contractors, construction projects and major service vendors, including HVAC, roofing, landscaping, food service, etc. Manage schedules, supervise contractors to ensure fulfillment of their contractual obligations, including quality control of their work and performance. Manage contracts and serve as point of contact for each. Obtain proposals and contract in a timely manner in order to contribute to the operating budget mentioned above.
- Responsible for all after school operations, including after-school activities to be coordinated with teachers, athletic director and administration, gym and facility rentals and summer camp operations and needs.
- Maintain relationship and contact with neighborhood community. Oversee and work with School Transportation Coordinator to ensure campus operations comply with the Traffic Management Plan and further develop positive community relations.
- Lead, with Facilities Manager, the day-to-day transportation management, including campus traffic, carpool operations and parking.
- Maintain the master school calendar and coordinate the scheduling of school events and activities. Participate in the logistics planning and implement any necessary plans to accommodate requirements.

Where curiosity and confidence thrive.

- Collaborate with the Facilities Manager on a regular basis to ensure day-to-day building maintenance aligns with overall campus management and plans.

Qualifications

- At least five years of related technical work experience is required. Related experience could entail construction, plant engineer, or facility/property management. Experience in an educational setting is a plus.
- Proven contractor management experience, with aptitude to judge quality of performance in all major technical trades and personal experience with at least one technical trade (carpentry, mechanical, electrical, structural) or landscaping.
- Collaborative skills and being a team player are critical to being effective in this role.
- Patience and attention to detail.
- Understanding of basic budgeting and planning.
- Organized, ability to quickly assess a situation and develop a plan for implementation of a solution, communicating such plan and obtaining approval.
- Foresight to anticipate long term needs and ability to plan for any long term projects.
- Technology user skills sufficient to prepare reports in Excel and Word.
- Communication skills (oral and written) and confidence in conveying information to all members of the community, including students, parents, teachers and administrators.
- Ability to function effectively in The Woods Academy school environment.
- Commitment to the school's needs and readiness to respond 24/7/365 as reasonable and necessary.
- College or trade school degree or equivalent experience required, preferably in one of the following disciplines: Industrial Management, Construction Management, Civil, Mechanical or Electrical Engineering, or Architecture. Related experience will be strongly considered.

Physical Requirements and Work Environment

- Frequently lift equipment and materials weighing 30 pounds or more.
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties.
- Work outside in hot or cold conditions for extended periods.
- Work in wide variety of environments as found in all areas of the school.

Salary and Benefits

The Woods Academy offers a competitive compensation and benefits package, including a comprehensive health insurance offering, generous 403(b) retirement contributions, vacation leave, and tuition remission benefits.

The Woods Academy believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, ancestry, national origin, disability, marital status, age, sexual orientation, medical condition, genetic information or any other characteristic protected under federal, state, and local discrimination laws.

How to Apply

Interested candidates should email a cover letter and resume to jobs@woodsacademy.org.