



MOUNT NOTRE DAME

Empowering Young Women

JOB DESCRIPTION

JOB TITLE: Director of Campus Operations
CLASSIFICATION: Exempt
STATUS: Full Time, 12 Months
REPORTS TO: Director of Finance, HR and Campus Operations

JOB SUMMARY: The Director of Campus Operations maintains the entire MND campus operations including various properties, grounds, capital/summer improvements, security, supervision of custodial requirements, repairs, snow removal... The Director is also a member of Facilities and Technology Committee and acts as Maintenance internal staff liaison to the Board of Trustees. Prepares RFP's when necessary, and works with building vendors. Leads a team of 2-4 staff members. Develops and maintains working relationships among MND staff by managing event set-ups and staff requests.

ACCOUNTABILITIES & PRIORITIES: The individual is accountable for the priorities indicated below.

DUTIES & RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed are representative of the knowledge, skill and/or ability required. Other duties may be assigned during the course of serving in the position.

- Requires a working knowledge in areas of Electrical, Heating and Air, Plumbing, and other building equipment, and has the ability to repair building equipment, when within limits
- Leads a team of 2-4 evening/day custodial staff and develops working relationships within the entire MND staff
- Responsible for campus grounds, maintenance, and cleanliness, regular/daily visual inspections of building/grounds
- Responsible for scheduled event set-ups
- Maintains monthly, quarterly, semi-annual and annual inspections... i.e. Fire, Health, Elevators...
- Participates on the MND Safety Committee – identifies safety risks, supports leadership in emergency drills, maintains safety equipment (door locks, security cameras, door monitoring system...)
- Coordinates, oversees, and manages major capital improvements, summer work projects, sustainability initiatives and comprehensive summer cleaning
- Manage the facilities budget, ensuring responsible stewardship of resources
- Oversees school environment such as monitoring building during student arrival, outdoor and indoor observations, end of school day traffic control....
- Coordinates/Plans for 5 MND Facilities and Technology Committee Meetings per year working directly with F&T Board Liaison
- Maintains record of equipment inventory and other maintenance recordkeeping requirements
- Manages and prioritizes building requests
- Compares and prepares bids for building improvements and purchases, adheres to Capital Purchasing Policy in regards to project thresholds and approval guidelines

- Responsible for securing certificate of insurance from vendors who need access to MND's facilities

PERFORMANCE FACTORS: The performance factors listed here are the core abilities that will contribute to the employee successfully carrying out the assigned duties and responsibilities of the job. A detailed description of each performance factor (with corresponding number) is included in the Performance Factor list attached. Other performance factors may be useful in doing the job – those listed below are the most important.

1. Employee Development/Coaching: Facilitates and supports the professional growth of others
2. Flexibility: Ability in adapting to change
3. Goal Achievement: The ability to identify and prioritize activities that lead to a goal
4. Leadership: The ability to achieve extraordinary business results through people.
5. Personal Accountability: A measure of the capacity to be answerable for personal actions.
6. Planning and Organizing: The ability to utilize logical, systematic, and orderly procedures to meet objectives.
7. Problem Solving Ability: The ability to anticipate, analyze, diagnose, and resolve problems.
8. Resiliency: The ability to quickly recover from adversity.
9. Self-Management: The ability to demonstrate self-control and manage time priorities
10. Teamwork: The ability to work effectively and productively with others

EXPERIENCE:

5 years of experience and maintenance supervisor of 50,000+ sq ft facility preferred

EDUCATION / LICENSURE / CERTIFICATION: - Specific Certifications Required

RELIGIOUS AFFILIATION: Roman Catholic preferred.

WORK ENVIRONMENT / PHYSICAL DEMANDS: General school environment. Work is generally active throughout facility 90% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by excessive noise, dust, etc. Work is generally performed within an 8 hour day

COMPUTER SOFTWARE KNOWLEDGE/EXPERIENCE: Working knowledge of Microsoft Office software.

Mount Notre Dame seeks to recruit, develop and retain the most talented faculty and staff from a diverse candidate pool. Our goal is to build a team that represents a variety of backgrounds, perspectives and skills and to reflect the learning community we serve.

Interested applicants should send their cover letter and resume to Diane Barney at dbarney@mndhs.org