



NATIVITY JESUIT
ACADEMY

Updated June 2022

Open Position: Operations Manager

Position Type: Full Time

Start Date: July 1, 2022

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a Catholic, Jesuit, urban school in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life. Founded in 1993, Nativity serves students in the Latino community that often come from low-income backgrounds. In the fall of 2014, Nativity expanded to serve students in the elementary school years, in addition to the middle school years and is expected to have an enrollment of 388 students by 2024.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

Position Qualifications/Characteristics:

This is an extraordinary opportunity for an individual with program management experience to grow and further develop a proven operation. While the emphasis of this role is facilities and capital planning, it includes responsibilities for managing a breadth of staff functions and requires an individual who is both strategic and tactical. The successful candidate will partner with the President and work collaboratively with a high-performance management team. Specific requirements include:

- Minimum BS/BA degree.
- Excellence in organizational management with the ability and implement program strategies.
- Experience in facility management, capital planning, program budgeting and fiscal management.
- Possess knowledge of HVAC systems, boiler, plumbing and electrical work
- Track record of effectively leading a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills.
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff key objectives and tactics necessary to achieve organizational goals.

- Ability to develop, plan, and implement short and long-range goals is required. Skills in budget preparation and fiscal management are essential.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills.
- Action-oriented, entrepreneurial, flexible, and innovative approach to operational management.
- Passion, humility, integrity, positive attitude, mission-driven, and self-directed.
- Incumbent should have computer skills that include MS Office suite, Internet, databases and other client-server or cloud-based software.
- The ability to operate in a growing environment is essential.

Required:

- Travel to and from classrooms throughout the building; often sitting at desk for extended periods.
- Moderate lifting from 25-50 pounds. Use of office equipment.
- Visual acuity to read correspondence and computer screen. Listening skills for discussions with people in person or on the telephone. Ability to speak clear and distinctly.
- Ability to follow written and verbal directions; give directions to others; create and delegate assignments; complete assigned tasks with minimal supervision; read and write; do computations; organize maintenance setting to efficiently accomplishes tasks.
- Ability to appropriately handle confidential information; manage a complex department with various changing and service demands; use AV equipment (overheads, projectors, and video equipment) for group meetings and presentations.
- Perform other duties as assigned by the President.

JOB GOALS:

Reporting to the President and serving as an integral member of the senior management team, the Operations Manager will be responsible for the following key areas of the school: Facilities, Security, Emergency Operations, Contractor/Vendor relations related to general operations, capital improvements, department budgets and event coordination with the Principal and Assistant Principals.

In addition to the strategic components, the Manager will be charged with developing and implementing more sophisticated policies and procedures regarding general operation. This is an outstanding opportunity for someone with operational and program experience and a proven track record of creative problem-solving and change management to join in a high-growth, mission-driven organization.

Strive to maintain a high level of morale and pride in the care of overall management of the buildings and grounds and construction and renovation projects. Maintains good communication with staff, parents, teachers and the students in the school. Supervises maintenance and custodial personnel and works closely with the School Sisters of St. Francis maintenance and security personnel who provide security to NJA.

TIME REQUIREMENTS/WORK ENVIRONMENT:

This is a salaried 12-month position 40 hours per week. Available for emergency calls to the

building. Attendance at evening meetings will be at the discretion of the President. Indoors and outdoors all year round. Valid driver's license.

ESSENTIAL FUNCTIONS:

PLANNING AND IMPLEMENTATION:

- Develop and maintain files for all buildings- Milwaukee and Mercer campuses. These files should contain blueprints, plans, specifications, contracts, bids and other pertinent information relative to building construction, maintenance and operation.
- Participate in the process of developing architectural, technology and mechanical plans for capital improvements, renovations, and new construction.
- Provide environmental management and maintain proper records on environmental issues.
- Oversees construction and renovation projects.

FACILITIES:

- Recruit, supervise, and schedule work routines for maintenance and operations personnel.
- Manage and participate in core cleaning activities, including sweeping, mopping, and dusting as needed throughout the day.
- Conduct a wide variety of maintenance duties including but not limited to changing bulbs, minor plumbing repairs, and HVAC management as skills allow.
- In consultation with school leaders, plan custodial service and evaluate custodial performance.
- Supervise the overall maintenance and operation of all building and grounds including mechanical and electrical operating systems.
- Conduct periodic inspection of all areas of the school to ensure safety.
- Establish contractor contact list; supervise and inspect work performed by outside contractors and verify that the contracts have been fulfilled.
- Coordinates vacation schedules for departmental personnel; serves as substitute for maintenance personnel and custodian's vacation and sick leave.
- Prepare and paint various surfaces for the purpose of protecting property and/or maintaining attractive facilities
- Responds to emergency situations (e.g. broken/clogged pipes/drains/toilets, faucets, gutters, fixtures, power failures, alarms etc.) for the purpose of resolving immediate safety concerns
- Responsible for ordering and inventory of all janitorial equipment (soap, paper, trash bags, etc.)
- Establish appropriate maintenance, grounds keeping and custodial requirements for entire facility.
- Create and maintain effective liaison with management and faculty/staff to communicate resolved issues and those needing attention. Make sure that any need for building repairs is communicated to the school administration.
- Ensures that all security system, fire alarm, clock system, and telephone system are properly approved and executed.
- Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, meals, and events
- Operate facilities HVAC and Building Automation Systems.

- Set up and schedule personnel for facility use request.
- Work with the School Sisters of St. Francis personnel on security provided to NJA.
- Work with Mercer campus director to provide operational support with planning, construction and renovations.

BUDGET AND FINANCE

1. Assist in preparation of budget information for maintenance and operations for Milwaukee and Mercer campuses.
2. Prepare bid specifications for items relating to maintenance and operations of the school building.
3. Recommend for purchase necessary equipment and supplies.

SCHOOL AND COMMUNITY RELATIONS

1. Create event set up process in cooperation with other staff; work with the Principal and Assistant Principals on large school events.
2. Attend key school gatherings – Back to School Night, Scholarship Dinner, Graduation, Posada, and other essential events. Participate in daily student assembly when possible to garner a sense of the school culture.
3. Attend all staff professional development gatherings.
4. Oversee and implement all the safety programs for the school, including but not limited to intruder drills, fire drills, and student safety protocol investigations.

How to Apply:

Send resume, cover letter, salary expectation and three references to:

Vanessa Solis, President
Nativity Jesuit Academy
1515 South 29th Street
Milwaukee, WI 53215
solisv@nativityjesuit.org

Applicants that do not include a resume, cover letter and three references will not be considered a complete application and will not be reviewed.