



Job Title: Operations Manager
Department: Upper School Staff
Reports to: Director of Finance and Operations

Job Summary:

Direct, manage, organize, supervise and perform building and grounds maintenance for SMS facilities and property including approximately 20 buildings and 150 acres. Position oversees the SMS Maintenance department and team. Assist in the planning and supervision of capital projects large and small for both campuses. This department is responsible for the support of SMS Academic, Outdoor, Culinary and Residential Life programs by ensuring physical spaces and equipment adequately meet the safety and learning environment needs of faculty, staff, administration and students.

Responsibilities:

- Ability to effectively establish and maintain positive working relationships with SMS faculty members, administrators, and students
- Create and manage staff schedules including holiday and weekend on call coverage while participating in the on call schedule
- Manage and operate campus water system and assist with maintenance of wastewater system
- Oversee the permitting and reporting requirements for the water and wastewater systems
- Work closely with the DFO to develop, bid and execute capital projects for both the Strawberry Park and downtown campuses
- Manage and participate in the snow removal for the SP campus roads and walkways
- Ability to give and follow clear, concise written and verbal instructions
- Methods of supervision, evaluation, and training including development of skills among maintenance staff members
- Delegate and follow up with staff to facilitate the completion of projects
- Knowledge of the methods, principles, practices, and techniques required for the management, maintenance, and repair of buildings and grounds
- Knowledge of safe work practices and the ability to implement among maintenance staff members
- Ability to identify and understand applicable Federal and State safety regulations and provisions of building; electrical; and plumbing codes, and transportation regulations
- Standard tools, methods, practices, and materials involved in maintenance and basic repair of HVAC, plumbing, and electrical systems

- Methods and practices followed in the maintenance of tools, machinery and equipment
- Ability to return occasionally, with short notice, to SMS campus after regularly scheduled hours as required for emergencies
- Recognize, locate, and prioritize conditions that require maintenance and repair work including proactive or preventative maintenance
- Use and care for hand and power tools utilized in the building trades
- Perform other duties as assigned by and in support of the Head of School and Director of Finance and Operations

Qualification Requirements:

- Repair, maintenance and construction of buildings experience
- Strong interpersonal, oral, and written communication skills
- Grounds maintenance experience including mower, trimmer and heavy equipment use and maintenance
- Snow plow experience
- Physical requirements include walk, stand, or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 pounds; sufficient manual dexterity and eye-hand coordination to use a variety of building trades tools and equipment; corrected hearing and vision to normal range; verbal communication in English.

Compensation and Benefits:

Steamboat Mountain School offers a rich and comprehensive benefits package.

- Salary range, \$65,000 - \$75,000
- Medical including short term disability
- Dental
- Vision
- Retirement contribution match after one year of service
- Tuition remission benefits after two years of service
- One week summer vacation as well as the majority of school vacations
- On Campus housing may be available
- Meals provided during the academic year

In order to apply, email your resume and cover letter to weynanda@steamboatmountainschool.org. No phone calls. Steamboat Mountain School is an Equal Opportunity Employer.