

# **OPERATIONS MANAGER**

Watershed Inc. is looking for an Operations Manager with experience leading, tracking and managing multiple projects. Candidates should have strong organizational and time management skills. The Operations Manager will coordinate routine maintenance and special building projects. Some knowledge of building trades, general upkeep and maintenance is preferred. Top candidates will also have some background or interest in agriculture and the mission of Watershed Public Charter School..

Regular hours are 7am-3pm with occasional weekend and evening work. This position is salaried, but not benefits eligible. This position reports to the WPCS Executive Director.

## **RESPONSIBILITIES INCLUDE:**

- Developing a preventative maintenance plan
- Conducting preventive maintenance inspections, work and making minor repairs in and outside building
- Identifying and overseeing contractors to ensure that work is completed correctly and on time
- Managing remodeling and renovation projects and contractors as needed
- Coordinating with landlord on all landlord initiated repairs and building access requests (contractors and staff)
- Prioritizing environmentally friendly repairs (upgrading to sensors etc)
- Managing custodial, snow, landscape and compost contractors
- Tracking and managing staff reported issues through a work order system
- Keeping detailed and accurate records
- Managing, scheduling and tracking all required building inspections
- Maintaining all inventory and equipment, and ensuring proper storage
- Complying with all health and safety regulations and practices on site
- Overseeing the Asbestos Management Plan and related contractors.
- Liaising with BCPS Facilities Management and Property owner as needed
- Overseeing the facility during PTO and other events
- Overseeing the Micro-Farm facilities
- Keeping detailed and accurate records
- Participating in spatial planning for expansion of grade levels and accommodating increase in both staff and students
- Coordinate on-going recycling, composting and waste management

- Providing board and school community with regular updates regarding building and grounds use, upcoming repairs or renovations, status of required permits, inspections and construction
- Identifying and pursuing external funding sources such as grants, federal/state/local government opportunities and corporate donations that would improve indoor and outdoor classroom spaces and experiences
- Keeping Watershed Inc. on track to meet timelines for expansion and improvement to facilities.
- Caretaker of the micro-farm
- Organize volunteers to help with chicken care, to weed and water gardens in the growing months, beautification of the school grounds and planting native flowers in pot at school entrance
- Facilitate all classroom and furniture movements
- In collaboration with ED and principal, create plan for summer maintenance, cleaning schedule, and repairs
- Provide oversight for foundation staff when ED is offsite.

### **REQUIREMENTS:**

- High school diploma and some post secondary education
- Understanding of health and safety regulations and practices
- Organizational and leadership skills
- Eye for detail, creative problem solving
- Excellent communication and interpersonal skills
- Computer literate with capability in email, MS Office, Google docs
- Great time management skills
- Strong decision-making and problem-solving skills
- Self starter

### **PREFERRED:**

- Bachelor's degree
- Interest or experience in organic agriculture
- Interest or experience in forestry
- Experience with portable classrooms
- Experience with permit design process

### **PRE-EMPLOYMENT REQUIREMENTS:**

All persons employed by the Watershed Public Charter School Inc., regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.

**NON-DISCRIMINATION STATEMENT:**

Watershed Public Charter School Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment

**CONTACT:**

Please send resume, cover letter and references to [info@watershedpcs.org](mailto:info@watershedpcs.org).