



# SAINT IGNATIUS

*Cleveland • Jesuit • 1886*

## **Position Profile: Director of Campus Operations**

**About the Position:** Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced, full-time, Director of Campus Operations to manage physical plant operations across 24 buildings (ranging in age from 130 years old to new) on 25 acres in the Ohio City neighborhood of Cleveland, Ohio. Responsibilities include oversight of all buildings and grounds maintenance, renovation and upgrades, utility management and upgrades, fire/life safety systems, HVAC and other building systems infrastructure, vehicles and equipment and other duties equipment in order to provide a safe, healthy, and comfortable environment for students, faculty, staff and guests. Responsibilities also encompass oversight of facilities, events and custodial services. The successful candidate is responsible for overseeing a staff of approximately 25 people; identifying, selecting and engaging contracted services where specialized skills are required; and managing all within the constraints of an annual budget.

The ideal candidate will possess the education and expertise to manage, direct, coordinate, and exercise functional authority for the planning, organization, control, integration, and completion of assigned projects both in-house and with external contractors. This is a 12-month position working through the calendar year and reports to the Vice President of Operations and Chief Financial Officer.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 130 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

### **Primary Areas of Responsibility:**

- Directs, supervises, and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities
- Directs, schedules, and oversees external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.)
- Schedules and supervises maintenance staff engaged in building and grounds upkeep and repair, maintenance, inspections and safety. Responsible for maintaining building HVAC systems and other infrastructure.
- Develops and monitors department budget; orders equipment and supplies and monitors inventory; makes requests for capital outlay expenditures as needed.
- Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems

- Supervises the Director of Facilities and Events, Director of Campus Grounds and the technical/maintenance staff.
- Serves as administrator responsible for facility safety and meeting physical ADA compliance standards; works closely with staff and officials to meet compliance and safety requirements
- Prepares specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors
- Develops specifications for cost-effective campus energy management systems; supervises the operations, maintenance and repair of such systems
- Ensures the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies and local and state health departments as required
- Evaluates the need for and arranges training sessions
- Oversees fleet vehicles maintenance and shipping/receiving activities
- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them
- Position requires ability to be available to address emergencies 24/7/365.

**Qualifications:**

- Bachelor's degree in facilities engineering, building trades, or related field
- Five or more years of progressively more responsible experience in physical plant maintenance and supervisory experience, or; combination of education and experience commensurate with the requirements of this position
- Experience in operational and strategic planning as well as budget development
- High level of knowledge and working experience in electrical systems and distribution; HVAC and controls; BAS and operation; plumbing and carpentry; organization, reporting, and interdepartmental communication; computer skills
- Demonstrated written and oral communication skills and experience with executive presentations.

**The successful candidate will also demonstrate the following:**

- Knowledge of work, impact, quality improvement, work standards, and technical/professional self-development
- Abilities in written communications, oral presentations, delegation, performance results, negotiation, sensitivity, initiative, analysis, decisiveness and dependability
- Customer service focus

- Process improvement, detail oriented, planning and organizing
- Professional attitude, demeanor, and work ethic
- Attitude of service to others
- Ability to work both independently and in a team setting
- Familiarity with unique Jesuit identity and school mission

### **Our Workplace:**

Praise, reverence and service should mark the relationship that exists not only between teachers and students, but among all members of the school community. Ideally Jesuit schools should be places where people are believed in, honored and cared for; where the natural talents and creative abilities of persons are recognized and celebrated; where individual contributions and accomplishments are appreciated; where everyone is treated fairly and justly; where sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace; where each of us finds the challenge, encouragement and support we need to reach our fullest individual potential for excellence; where we help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

### **About Saint Ignatius High School:**

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 25 acres and includes 24 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

### **Applicants with Disabilities**

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of

the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

**Submit electronically a letter of interest and resume to:** [SIHSPosting215@ignatius.edu](mailto:SIHSPosting215@ignatius.edu).  
**Deadline: Friday, December 4, 2020**