

Operations Project Manager

The Seven Hills School
5400 Red Bank Rd
Cincinnati, OH 45227
7Hills.org

Overview:

The Seven Hills School is an independent, coeducational school enrolling 1010 students from pre-kindergarten through 12th grade. Well known for its rigorous academic curriculum, commitment to personal and social-emotional development, and global awareness. Founded in 1906, Seven Hills currently sits on two beautiful campuses for a total of 55 acres: Hillsdale, which houses students pre-k–12, and Doherty, which serves students from pre-k through 5th grade. Over the course of the next year and a half, the school will be unifying its campuses and lower school programs, building a new state-of-the-art lower school facility on the Hillsdale campus. The school comprises over 360,000 square feet of facilities space with more than twenty buildings between the two campuses.

The role of Operations Project Manager is robust and blends facilities management, operations, campus safety, and project management. Reporting to the CFO/COO, this person is responsible for the non-academic functions and logistics of the school, ensuring its continued smooth and safe daily and annual operation. This new Operations Project Manager will have opportunities for innovation thinking, creative problem-solving solving and input to help shape an exciting future for the school.

Broadly, these responsibilities include oversight of the physical plant and campus, transportation, environmental sustainability initiatives, capital projects, campus safety and security, and food service.

Facilities:

Jointly with the CFO/COO, build a facilities maintenance schedule, identifying the current health of the campus assets and planning out expected maintenance requirements for long-term budgeting purposes.

Manage capital renewal (PPRRSM) budgets for the facilities department, including annual, long-term term and project budgets.

Responsible for cost and budget control; maintain records of all expenditures and provide regular reports to the CFO/COO.

Oversee work order system to identify/correct recurring issues and ensure that requests are in line with long-term plans and are accounted for in the annual budget. Oversee quality control and the timely and cost-effective execution of all work orders. Review purchase orders for budget, choice of vendor, proper approval, and bids when required.

Collaborate with program and staff leadership (e.g., academic leaders, food service, athletics, technology, security) to understand special needs and maintain quality of support to the school's mission. Provide facilities support to campus events (e.g., setups and takedowns).

Maintain open communication and provide leadership, supervision, and support for the maintenance, landscaping, security, custodial, transportation, and food service. Schedule weekly meetings and daily check-ins. Ensure the CFO/COO receives timely updates on all matters.

Along with our third-party facilities partner, monitor a systematic preventive maintenance program on all aspects of the physical plant and building. Receive reports on regular inspections of these systems and approve corrective action plans as needed.

Ensure that the school complies with all Federal, State, and City regulations related to occupational health and safety.

Ensure a high standard of care, maintenance, and improvement for the physical plant and campus grounds. Identify and troubleshoot short, medium, and long-term operational issues.

Develop, integrate, and implement environmentally sustainable practices into school operations.

Project Management:

Assume a leadership role in the planning, design, development, and maintenance of future facilities and renovation projects. Serve as the point person during active projects to ensure the construction process has minimal impact on the day-to-day functioning of the School.

Plan and develop project scope, including developing a detailed project plan, defining the scope of the project, understanding project risks, and assigning team members to specific tasks.

Monitor project progress to ensure tasks are finished within the confines of the assignment scope by monitoring daily progress.

Manage the project budget from both the revenue and expenses side. Ensure that the project gets done without costly overruns. Make sure the CFO/COO is informed of all savings and overages, and if there is an effect on the timeline for completion.

Maintain a visible and approachable presence on campus. Understand the needs, projects, and priorities of all departments/divisions so that the Maintenance team can provide intuitive and proactive support behind the scenes.

Security:

Work with the Director of Safety and Security to evaluate the school's security program on a continuing basis and recommend changes as needed. Works with the Director of Safety and Security to file required state reports.

Ensure all safety drills are organized and completed in a timely manner, including supervision of security personnel and crisis response and preparedness, and manage relationships with Dial-One and other emergency personnel.

Partner with the Director of Safety and Security and the Facilities team to respond to all after-hours building emergencies and help develop procedures and protocols to deal with emergencies.

Environmental and Safety:

Responsible for code compliance programs, including asbestos management, lead in water, soils, and paints; air quality, hazardous waste reduction, management, and disposal, radon, and other health-related issues.

Interpret and direct the school's safety program to ensure compliance with all applicable federal, state, and local environmental and safety regulations, including OSHA, EPA, etc.

Ensure that the school is accessible and in compliance with the ADA or that reasonable accommodations have been provided, and develop and implement strategies to minimize property loss.

Transportation Responsibilities:

Oversee the Transportation Director with the scheduling and routing of regular bus and special event transportation programs; conduct studies of traffic conditions, pupil load, and distribution; make adjustments as necessary.

Responsible for making sure the school's fleet of three buses and eleven vans meets the needs of our academic and athletic departments and is in compliance with current state and federal laws.

Hard Skills

- Project management experience
- Vendor relationship experience
- Document & presentation preparation
- Strong computer skills (likely Excel, project management tools, work order systems)

Soft / Operational Skills

- Strong oral and written communication skills
- Strong time management and organizational skills
- Detail-oriented.
- Ability to manage multiple calendars
- Evidence of the practice of a high level of confidentiality
- Ability to function in a school environment (collaborative, fast-paced, public-facing)

APPLICATION

Candidates should apply by clicking [here](#). Complete applications should include a cover letter, resume, transcripts, and letters of recommendation if available.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.