

JOB DESCRIPTION

Presbyterian Mo-Ranch Assembly
Hunt, Texas

JOB TITLE: Director of Operations
DEPARTMENT: President's Office
SUPERVISOR: The President
FLSA CLASSIFICATION: Exempt
JOB CODE: Regular, Full-Time

Director of Operations

MO-RANCH MISSION STATEMENT

Mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.

Objective of the Job

Direct and manage the facilities, grounds, housekeeping and safety departments.

The operations director position manages scheduling and real-time operations that facilitate the maximization of resources to achieve customer satisfaction, productivity, schedule adherence and economic goals.

Essential Job Functions

1. Plan and execute the work of the facilities, housekeeping, grounds, and safety departments.
2. Develop, execute, and manage the preventive maintenance plan for facilities, housekeeping and grounds organizing schedules to ensure that short-term and long-term preventative maintenances plans are executed.
3. Direct the work of the departments to ensure that Brand Standards are met and the Guest Experience is enhanced paying particular attention to functionality and cleanliness of all property and grounds.
4. Direct, in coordination with the Human Resources Manager, the Ranch's safety program. Provide for and monitor safety education and training for all departments. Monitor the safety program for compliance with Federal and State requirements.
5. Ensure compliance with all Federal and State environmental regulations including but not limited to water, sewer, land management, and air quality.
6. Search for continuous improvements of methods and procedures.
7. Secure competitive bids for all projects over \$5,000 in accordance with established directives.
8. Support other departments in the attainment of their goals.
9. Work with the President and Chief Financial Officer to develop a capital budget.
10. Serve as Project Manager, when required, for improvement projects and oversee "new construction".
11. Monitor capital expenditures for compliance to plans.
12. Work to reduce cost for facilities, housekeeping, and grounds departments and for all utilities.
13. Plan and work with volunteers for improvements and relationships.
14. Supervise the managers of housekeeping and maintenance department and others which may be assigned.

Experience, Education, and Other Qualifications

1. Seven years' experience in directing the operations of properties similar in function to Mo-Ranch (hotel, conference centers, resorts, etc.)
2. College degree in engineering, construction, operations management or related experience.
3. Experience hiring, training, directing, motivating and managing employees.
4. Basic computer literacy to include but not be limited to Microsoft Office and data base management systems.

- 5.Strong oral and written communication skills.
- 6.Ability to lead employees.
- 7.Ability to function effectively with other department managers and directors.

Competencies

1. Business Acumen.
2. Global & Cultural Awareness.
3. Problem Solving/Analysis.
4. Customer/Client Focus.
5. Decision Making.
6. Project Management.
7. Communication Proficiency.
8. Teamwork Orientation.
9. Leadership & Navigation.
10. Relationship Management.

Supervisory Responsibility

This position manages all employees of the aforementioned departments and is responsible for leadership, performance management and hiring of the employees within its department

Grooming & Uniform

Must maintain a neat, clean and well-groomed appearance. Nametag must be worn at all times while on duty.

Physical

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Requires writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills.

Work Schedule

Must be available to work weekends and holidays, and be flexible with working hours.

OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the position, While this position is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Witness_____ Date_____