

# Anticipated Facilities Manager Employment Opportunity Invitation to Apply Rancocas Valley Regional High School

## Anticipated Facilities Manager Employment Opportunity

Rancocas Valley Regional High School (RVRHS) is seeking qualified applicants for a Facilities Manager. This posting is in accordance with the policies of the Board of Education and state of New Jersey Statutes.

The Facilities Manager reports directly to the Business Administrator and oversees groundskeepers, maintenance workers, and custodial staff. The Facilities Manager maintains daily and weekly cleaning schedules, determines and schedules repairs and renovation projects, waste reduction improvements, and safety inspections. The Facility Manager must have excellent communication with their employees and with administration. Salary commensurate with experience.

**This is a full-time, 12-month position available  
January 3, 2018**

### Criteria for Position

- NJ DOE Office of School Facilities – Certified Educational Facilities Manager certificate (CEFM), preferred
- Black Seal License required
- Knowledge or experience in Integrated Pest Management, Indoor Air Quality, and Lead Testing
- Demonstrated knowledge or experience of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
- Ability to supervise, direct, and coordinate all phases of the facilities operations
- Thorough knowledge of budget development and management
- Experience with athletic fields and grounds maintenance
- Ability to select, direct and supervise a group of employees: must be able to assign work and check on its progress and completion
- Must possess the ability to establish and maintain effective working relationships with administrators, principal, employees and vendors
- Proven ability to interface with levels of staff and administration
- Subject to criminal history background check; proof of U.S. citizenship/legal resident alien status.

## The Rancocas Valley District Community

The Rancocas Valley Regional High School (RVRHS) District serves five sending districts covering approximately 40-square miles in Burlington County: Eastampton, Hainesport, Lumberton, Mount Holly and Westampton.

These communities represent a mix of small towns, rural areas, and some of the fastest growing suburban developments in the region.

Situated on a picturesque campus in Mount Holly, NJ, RVRHS meets the education needs of a diverse student body of about 2000 students in grades 9 through 12.

RVRHS fulfills its mission to create empowered learners by supporting the belief that learning is a lifelong process, that all students can learn, and that through high expectations and active participation they will attain a high level of

achievement, valuing **Perseverance, Respect, Integrity, Diversity, and Excellence**

**- RV P.R.I.D.E.**

**Application Deadline  
October 6, 2017**

### Application Procedure

Qualified candidates should submit:

- Cover letter
- Resume
- Transcripts
- Proof of certification
- Professional references

**Send materials to:**

**RVRHS  
Dr. Christopher Heilig  
Superintendent  
Attn: Amy Shafer  
HR Coordinator  
520 Jacksonville Road  
Mount Holly, NJ 08060  
[hr@rvrhs.com](mailto:hr@rvrhs.com)**



*Located in Mount Holly,  
Burlington County, NJ*