



Office of Human Resources
500 Tenafly Road
Tenafly, New Jersey 07670

POSTING NOTICE

The following full-time, 12-month position is available, effective July 1, 2019:

Supervisor of Buildings and Grounds District

Qualifications:

- Valid Educational Facilities Manager Certificate in accordance with the regulations of the NJ Department of Education (in possession or in process)
- NJ Public Schools Experience
- Valid NJ Drivers' License
- Black Seal License Preferred
- Ability to supervise and coordinate the activities of department staff
- Experience with budget preparation
- Excellent communication skills
- Working knowledge of Microsoft Office Suite and work order systems
- Demonstrated knowledge of architecture, school construction, engineering, plant operations, maintenance and management, school safety, relative codes and compliance
- Willingness to be on call 24 hours per day, seven days per week to deal with emergencies which may occur in and around the school buildings

Deadline to Apply: May 14, 2019

If interested, please apply through:

<https://www.applitrack.com/tenafly/onlineapp/default.aspx>

c: Shauna DeMarco, Administrators, TEA President