

## ANTICIPATED OPENING – FACILITIES MANAGER

The Long Hill Township School District, a Pre-K through 8th Grade Morris County school district with a ~\$20M Budget, 3 school buildings, and ~150 employees, is looking for a motivated and experienced Facilities Manager.

The successful candidate will oversee and drive the daily operations of all custodial, building maintenance, and grounds-keeping employees working for a private management company holding a contract with the District. The Facilities Manager supervises the hiring and performance of all outside contractors in order to minimize costs to the District and to ensure repairs and other projects are completed safely and timely. The Facilities Manager performs regular, on-going inspections of the quality of the outsourced work and ensures that the private management company is meeting or exceeding the standards identified by the District.

The Facilities Manager will be appointed as the Designee/Officer/Coordinator for: Integrated Pest Management (IPM), Right-to-Know, Indoor Air Quality (IAQ), Chemical Hygiene, Asbestos/AHERA, etc., and will be responsible for complying with, and maintaining documentation of, all relevant local, state, and federal requirements and regulations as they pertain to public school facilities.

This is a 12 month, full-time, salaried position with an attractive benefits package.

Available immediately. Salary commensurate with experience, skill, and ambition level.

### QUALIFICATIONS:

- Certified Educational Facilities Manager (CEFM) certification from the NJDOE as per NJAC 18A:17-50;
- Possess at least a high school diploma, college preferred;
- Have a minimum five years' experience in facilities and maintenance, preferably in New Jersey public schools;
- State of New Jersey Black Seal Boiler License;
- Hold and maintain a valid driver's license required to operate District vehicles and equipment;
- Possess excellent leadership and organizational skills;
- Demonstrate the ability to work with a diverse group of people;
- Have strong communication skills in English; Spanish language skills desirable;
- Possess a high level of interpersonal skills required to interact with employees, administrators, vendors and others;
- Have experience in one or more specialty trades such as plumbing, electrical, carpentry, heating, ventilating and air conditioning;
- Possess knowledge of public school district buildings, grounds and maintenance operations, regulations, and practices;
- Required criminal history check and proof of U.S. citizenship or resident alien status; and
- Current residency in New Jersey or approved residency waiver.

### PERFORMANCE RESPONSIBILITIES:

1. Planning, organizing and directing all custodial, maintenance, repair, and grounds-keeping activities in the District;

2. Act as a direct liaison between the private management company performing those activities and the Business Administrator and Board of Education;
3. Monitor the private management company's performance day-to-day in all aspects of custodial, maintenance, repair, and grounds-keeping work;
4. Routinely inspect the cleanliness of all school buildings;
5. Routinely inspect the conditions of the grounds at each school, including all athletic fields;
6. Spend time daily in each school, communicate regularly with building principals, and respond to concerns raised by administrators in a timely manner.
7. Assist in and arrange for the removal of snow from school property in order to keep the school in operation;
8. Return to buildings during off hours to:
  - Respond to security and/or fire alarm calls;
  - Check reports of vandalism or other building emergencies;
  - Respond to requests for help by the police department
9. Ensure annual boiler cleaning, repair, and inspection by New Jersey Department of Labor;
10. Using the District's School Dudes software program, monitor the progress of the private management company in completing preventative and routine maintenance work orders on a timely basis;
11. Monitor and adjust all HVAC equipment as needed using the energy management software in each school facility;
12. Act as the District's representative in dealing with all outside facilities contractors;
13. Conduct repairs and confirm the need for specialized repairs and/or maintenance work.
14. Is authorized, in concert with the Business Administrator, to obtain and accept quotes from outside vendors;
15. Ensure that all contractor work is performed in accordance with federal, state, and local laws and regulations, as well as school policies;
16. Purchase all necessary custodial, plumbing and maintenance supplies in concert with the Business Administrator and/or Qualified Purchasing Agent;
17. Monitor and maintain accurate inventories of all parts, supplies, equipment, vehicles, etc., and report this information to the Business Administrator on a regular basis;
18. Create, complete, and maintain files on all required reports, inspections, certificates, and other documentation related to operations and maintenance of schools;
19. Assist with safety and security related building equipment, such as cameras and card readers;
20. Monitor and inspect District properties for safety and security issues on a routine basis;
21. Perform all other tasks related to facilities as deemed necessary by the Business Administrator.

Please apply via:

[Applitrack](#)

Deadline: Open until filled by a qualified candidate.