

***BERKELEY TOWNSHIP SCHOOL DISTRICT***


*Superintendent of Schools*

*53 Central Parkway*

*Bayville, New Jersey 08721-2414*

*James D. Roselli, Ed.D.*  
*Superintendent*

*Tel: (732) 269-2233*  
*Fax: (732) 269-4487*

MEMO TO: ALL ADMINISTRATORS  
FROM: DR. JAMES D. ROSELLI, SUPERINTENDENT   
DATE: JANUARY 24, 2018  
RE: VACANCY NOTICE

**PLEASE POST IN OFFICES & TEACHERS ROOMS**

**Position:** Executive Director of Physical Facilities

**Qualifications:** \* NJ Certification as a Certified Educational Facilities Manager  
\* Black Seal Boiler Operator's License  
\* Knowledge of school operations

**Responsibilities:** \* Supervise all maintenance and custodial personnel  
\* Staff evaluations & training  
\* Short & Long-range facility planning  
\* Budget development  
\* Development of Bid Documents  
\* Supervise/Plan for district-wide maintenance & cleaning of buildings & grounds  
\* Implementation/record keeping for regulatory compliance activities such as AHERA, HAZCOM, PEOSH, IPM, IAQ

**Availability:** ASAP

**Salary:** Negotiable

**Apply to:** All applications must be submitted through AppliTrack at: [btboe.org](http://btboe.org);  
click on Board of Education, then Employment, then Vacancies.

**Deadline for applying is: February 2, 2018**

JDR:rs

C: BOE President BOE Personnel Chair. BTEA President County Website BT Website  
NJ Buildings & Grounds Assn.

*Bayville School*  
*356 Atlantic City Blvd.*  
*Bayville, NJ 08721*  
*732-269-1300*

*Clara B. Worth School*  
*53 Central Parkway*  
*Bayville, NJ 08721*  
*732-269-1700*

*H. & M. Potter School*  
*60 Veeder Lane*  
*Bayville, NJ 08721*  
*732-269-5700*

*Berkeley Twp. Elementary School*  
*10 Emory Avenue*  
*Bayville, NJ 08721*  
*732-269-2909*