



# ***BRANCHBURG TOWNSHIP SCHOOL DISTRICT***

*"Excellence in Education"*

240 Baird Road • Branchburg, NJ 08876-4200

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April 8, 2019

## **JOB POSTING**

The following vacancy exists in the Branchburg Township School District for the 2019-2020 school year:

### **Supervisor of Buildings and Grounds**

**Branchburg Board of Education**

*Start Date: July 1, 2019*

The Branchburg Township School district is seeking a forward-thinking, innovative leader to oversee the operation, maintenance, and repair of our district facilities (buildings, structures, grounds, utilities systems and other real property improvements). Responsibilities also included the development of the facilities budget and conducting personnel administration (evaluating performance, managing time approvals, etc.)

#### **Minimum Qualifications:**

- State Certified as Educational Facilities Manager,
- Time management, organizational, prioritization, oral, written and computer skills,
- Demonstrated knowledge of school construction, plant operations, maintenance, custodial and grounds management,
- Ability to supervise and evaluate personnel,
- Budget development and financial management,
- Familiarity with environmental stewardship, code compliance, energy management and sustainability,
- Knowledge of regulations and reporting for: Public Employees Occupational Safety and Health Indoor Air Quality Standard, Community Right to Know Act, the Lead/Copper Rule, the Asbestos Hazard Emergency Response Act, Integrated Pest Management, and Fire Safety,
- Familiarity with NJ Public School Contracts Law N.J.S.A. 18A:18A et seq. and
- Familiarity with the Long Range Facility Plan.

Interested candidates should apply on-line through Applitrack on the District's website at:

[https://www.branchburg.k12.nj.us/departments/personnel\\_office/employment\\_opportunities](https://www.branchburg.k12.nj.us/departments/personnel_office/employment_opportunities)

**Candidates should submit a letter of interest, resume, three professional references, two letters of recommendation, and a copy of their State CEFM via Applitrack.** If you have any questions while in the application process, please contact Enea Brotzman (Human Resources Coordinator) at ebrotzman@branchburg.k12.nj.us

EOE/AA

**Deadline to Apply: April 24, 2019**