

**COLTS NECK TOWNSHIP SCHOOLS
COLTS NECK, NEW JERSEY 07722**

**NOTICE OF VACANCY
2021-2022 SCHOOL YEAR**

The Colts Neck Township Board of Education is seeking a highly motivated, experienced leader to manage all aspects of buildings and grounds for our 3 school buildings and other district facilities. The Facilities Manager will help ensure proper compliance and administration of various laws, regulations, technical practices, operations and facilities management so that all school buildings and grounds are maintained in a safe, clean and healthy condition for use by our students, faculty and community. The successful candidate will have significant experience in the operation, maintenance and cleaning of an educational facility.

POSITION:

Full -Time,twelve month year

FACILITIES MANAGER

Works in conjunction with, and under the direction of, the School Business Administrator to oversee and manage the daily operations and maintenance requirements of the district. Has the overall responsibility to recommend, plan for, review and monitor all district operational and maintenance projects, including all capital projects. This includes the overall supervision and monitoring of all district facilities for health, safety, accessibility, and compliance with federal, state and local code requirements.

QUALIFICATIONS:

- ◆Current NJDOE Educational Facilities Manager Certificate (CEFM) and Fireman's Black Seal License required.
- ◆Minimum of 5 years of successful experience in NJ public school facilities' maintenance, grounds and custodial operations including direct supervision of personnel and procurement.
- ◆Knowledge of custodial, maintenance, grounds equipment/inventory management, implementation of Long Range Facilities Plans, work order systems.
- ◆Knowledge of HVAC systems, software & controls.
- ◆Experience with or knowledge of well & septic systems.
- ◆Knowledge of school construction/engineering/architecture, carpentry. General knowledge of building codes, state and federal OSHA and environmental codes is required.
- ◆Additional Licenses (plumbing, electrical, wastewater treatment, etc.) preferred; Bachelor's degree in a related field preferred, High School diploma required.
- ◆Salary commensurate with experience.

Position available December 1, 2021

Mail letter of interest, resume, copy of licenses & 3 letters of reference to Mr. Vincent S. Marasco, School Business Administrator, Colts Neck Township Schools, 70 Conover Road, Colts Neck, NJ 07722 no later than October 20, 2021 or email to demaio@coltsneckschools.org AA/EOE

POSTED:

Administration Building

Cedar Drive School

Conover Road Elementary School

Conover Road Primary School

Website

www.njschooljobs.com

