

The International Academy of Trenton is looking for a Facilities Manager 3-5 years' experience managing a school or large 75,000 sq. ft. building

- Responsible and accountable for supervising custodial services within the school in order to maintain the building in a clean and safe condition.
- Works closely with the School Director, the school administrative team to ensure the care of the school facilities.
- Actively involved in the day-to-day tasks and duties involved in supervision of the custodial staff, including training, selection of staff, and assignment of duties.
- Makes sure the school and policies and procedures are properly and consistently implemented and maintained.
- This is a calendar year non-exempt position.

To APPLY...<http://xcelhr.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=9890158>

Recommended Qualifications:

- Minimum: Experience in custodial work
- Some leadership experience preferred
- Considerable knowledge of custodial work and associated supplies, materials, and equipment
- Working knowledge of repairs and maintenance
- Ability to supervise other custodians
- Ability to estimate long-range requirements for custodial personnel, supplies, materials, and equipment
- Possess general knowledge of fire alarm systems, security systems, and other OSHA/safety/security systems and crisis management plans
- Interpersonal and communication skills
- Attention to detail
- Organizational and self-management skills; Ability to handle multiple responsibilities effectively
- Willingness to work as part of a team
- Dependability; Readiness to go above and beyond when necessary to reach goals

Required:

- Have experience organizing and leading a program of maintaining facilities;
- Have at least 5 years of experience in construction and/or property management, with a minimum of three years in a supervisory capacity;
- Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment;
- Hold and maintain a Black Seal license;
- Must have demonstrated working knowledge of HVAC systems, mechanical, plumbing, electrical, structural, fire alarm, security, OSHA-related regulations; and crisis management plans;
- Must be Asbestos Hazard Emergency Response Act (AHERA) certified;
- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations;
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate the ability to use computers for word processing, spreadsheets, data management, and telecommunications.
- Ability to climb a ladder.
- **In New Jersey:** Meet the requirements of a "Certified Educational Facilities Manager" pursuant to N.J.S.A. 18A:17-49;
- **In New Jersey:** Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

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Details about this position will only be provided to short-listed candidates.
EOE.

