



"A Tradition of Caring"

Supervisor of Buildings and Grounds

Start Date: September 1, 2024

12 Month Full-Time

Qualifications:

- Bachelor's Degree preferred; H.S. Diploma required.
- Educational Facilities Manager Certificate preferred.
- Demonstrate knowledge and experience in the following areas; architecture, engineering, maintenance and management, plumbing, HVAC, electrical, construction projects, architecture & engineering grounds.
- Working knowledge with purchasing and coordinating with outside vendors in a public school setting.
- Ability to schedule daily tasks, supervise work of custodians and participate in the daily cleaning facilities.
- Performing all maintenance and custodial upkeep, including all general repairs necessary to maintaining the grounds in excellent operating condition.
- Skills and ability in technology literacy.
- Must be able to work a flexible schedule to maintain operations in the course of normal and emergent situations.
- Ability in staff supervision, evaluation, and management of people and resources.
- Excellent organization, communication and time management skills.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

This position includes health benefits, and participation in the State retirement plans.

REPORTS TO: Business Administrator/Board Secretary

Satisfactory completion of a criminal history background check and district employment packet required.

Please send cover letter, resume, three references' contact information and copies of NJ Certifications to Mr. Jason Chirichella, Superintendent/Principal at employment@shmemorial.org

Deadline for applications: August 18, 2024