

Office of Facilities
Managing Assistant Director of Utility Management

Under the direction of the Director of Facilities and/or Assistant Vice President of Campus Planning and Facilities, the Managing Assistant Director of Utility Management (Managing Assistant Director III) manages and supervises HVAC and boiler operations, as well as trades personnel, for the main, East and satellite campuses of Kean University; performs project management responsibilities overseeing HVAC projects, including site assessment, supervision and new installation and/or renovation work; participates in the development of policies and procedures in accordance with University goals, policies and objectives; and does related work as required. *This position requires travel to satellite campuses. This position is on-call as needed and requires a flexible schedule including evening and weekend hours.*

Qualifications: Graduation from an accredited college with a Bachelor's degree; a driver's license valid in the State of New Jersey; and two years of professional experience supervising HVAC operations, equipment and procedures is required. Applicants who do not possess the required education may substitute experience on a year-for-year basis. At least five years of professional experience supervising HVAC operations in higher education is preferred. Work may occasionally involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Position requires the ability to perform tasks that require moderate physical activity, including driving, walking long distances, standing, bending and/or stooping, lifting and carrying objects weighing up to 50 pounds. Excellent oral and written communication skills are essential.

Application: Please send cover letter, resume and contact information for three professional references to: Search Committee Chairperson, Office of Facilities, by email to facilitiesjobs@kean.edu. Candidacy review begins immediately and continues until appointment is made. Official transcripts for all degrees and three current letters of recommendation are required prior to the starting date of employment.

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer