

Position: Facilities Manager - High School

Our Lady of Mercy Academy (OLMA) is a private all-girls high school in Newfield, NJ.

We currently have an opening for a trade professional who will assume both managerial responsibilities as well as participate in hands-on maintenance of the facility as required. The Facilities Manager will oversee all operational functions including mechanical, electrical, and plumbing, and will supervise the janitorial, housekeeping and maintenance staff. This individual will also be responsible for ensuring that the building is clean, safe, secure and in compliance with OSHA and IPM standards. In addition, the Facilities Manager will coordinate and maintain contact with outside contractors as needed.

Applicant must be positive, flexible, and a team player that can complement OLMA's positive culture. Having patience, solid communications skills, and strong organizational skills are also highly recommended for success in this role. The position will also need to have proper clearance; Criminal History Background Check, State of NJ Sexual Misconduct /Child Abuse clearance, Virtus Training, a clear driving record. This is a full-time, 12-month position. Facilities Experience preferred.

Start Date: January 1, 2019

Applicants should *mail or email* a letter of interest and resume to:

Brooke A Coyle
mrs.coyle@olmanj.org
1001 Main Rd
Newfield, NJ 08344