

**PARAMUS PUBLIC SCHOOLS
PARAMUS, NEW JERSEY**

Office of the Superintendent of Schools

May 22, 2018

PLEASE POST

- Position:** **SUPERVISOR OF BUILDINGS & GROUNDS**
District-wide
Job ID: 1097
- Effective Date(s):** September 1, 2018
- Employment Terms:** 12 month position
Full-time; eligible for health insurance benefits
- Reports To:** SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY
- Job Goal(s):** Supervises Building Supervisors, Custodial, Grounds, Maintenance, Security and Department Office Staff and private contractors to maintain the school facilities to provide a clean, safe, and healthy environment to promote the educational learning environment.
- Qualifications:**
1. Bachelors of Arts or Science or comparable experience.
 2. Supplementary courses in engineering, construction, and personnel supervision.
 3. A valid supervisory and facility management certificate issued by the State of New Jersey or ability to attain the certificate within two years.
 4. At least five years of successful experience in facilities management, construction or maintenance of large multiple building environments, including three years of supervisory experience.
 5. Education or experience in architecture, and security preferred.
 6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Salary:** Salary is competitive and commensurate with experience.
Position is associated with the terms and conditions of the negotiated Agreement with the Paramus Board of Education.
- Application:** Those interested in this position are invited to apply online via Applitrack at: <https://www.applitrack.com/paramus/onlineapp/default.aspx>
The final date for submitting applications for this position is **June 25, 2018.**
- Requirements:**
1. New Jersey resident or willingness to relocate
 2. Controlled substance testing and successful completion of criminal history background check are required of all applicants offered employment.
- Evaluation:** Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on Evaluation of Administrative Personnel.

Job description is available for review on the district website, www.paramus.k12.nj.us, under *Departments– Human Resources & Employment – Job Descriptions – Non-Certificated AA/EOE*