

NORTHFIELD COMMUNITY SCHOOL
BOARD OFFICE
NORTHFIELD NEW JERSEY

MEMO

TO: ALL STAFF

FROM: Pedro P. Bretones

DATE: March 15, 2022

RE: **ANTICIPATED OPENING**

Facilities Manager/Supervisor of Maintenance
Full Time, 12 Month Position
Start Date: As soon as possible

The Northfield Community School District is a one building preschool to grade eight public school, located in Atlantic County.

Qualifications

- Valid NJ certificate as C.E.F.M. (Certified Education Facilities Manager) or willingness to obtain required.
- Knowledge of HVAC systems and associated computerized controls required. Tozour/Trane experience preferred.
- Demonstrated knowledge of appropriate maintenance and custodial standards and practices required.
- General knowledge of electric, plumbing, and trades required.
- Valid drivers' license required.
- Strong leadership, interpersonal, communication, and effective problem-solving skills.
- Per provisions of N.J.S.A. 52:14-7, the successful candidate shall have a principal residence in New Jersey.
- Criminal history and sexual misconduct/child abuse background check and proof of US citizenship or legal residence alien status required for all positions.

Competitive salary, commensurate with experience, and benefit package offered. Please email letter of interest, resume, and references, along with a copy of C.E.F.M. Certificate by April 14, 2022 to Mrs. Tina Guetzlaff at tguetzlaff@ncs-nj.org.

AA/EOC