

Date of Posting: 3/13/2023

Bordentown Regional School District

DIRECTOR OF FACILITIES

Full Time, 12 Month Administrative Position

Start Date: June 1, 2023 Approximate

District Description:

The district is in the northwestern section of Burlington County; it consists of five schools providing Pre-K to Grade 12 educational programs; its buildings are managed via computerized HVAC systems; the high school has a rooftop solar system.

Qualifications:

- Valid NJ certificate as C.E.F.M. (Certified Educational Facilities Manager) preferred
- The Board may initially waive this requirement; however, the person must achieve his or her certification within 2 years of employment
- BA or similar degree from an accredited University or College
- Experience in coordinating Integrated Pest Management, Indoor Air Quality and Lead Testing
- Planning, managing, and directing facilities operations; construction projects, budget development, architecture and/or engineering
- Ability to supervise, direct, and coordinate all phases of the facilities operations; experience with athletic fields and ground maintenance
- Must possess the ability to establish and maintain effective working relationships with administrators, principals, employees, and vendors
- Three years' experience; preferably in a school district environment, supervising maintenance, grounds, and/or custodial operations; or any combination of equivalent training, education, and experience that provides such knowledge, skills and abilities
- Demonstrated knowledge of appropriate maintenance/custodial standards and practices
- Strong leadership, interpersonal, communication, and effective problem-solving skills
- Valid drivers' license and Black Seal Boiler License (The Board may initially waive the Black Seal requirement, however, the person must obtain his or her boiler license by the end of the first year of employment)
- 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

Salary & Application Process:

- Competitive salary and benefits package offered, comparable to other administrative staff

- Please apply online at: www.bordentown.k12.nj.us under employment by **April 3, 2023**. Upload a copy of your C.E.F.M. certificate and Black Seal license, along with a letter of interest, reference contact information and resume

Position Reports To:

Chifonda Henry, School Business Administrator
Bordentown Regional School District
318 Ward Avenue
Bordentown, NJ 08505
Email: chenry@bordentown.k12.nj.us

**No e-mail submissions or phone calls please.*

Bordentown Regional School District is an ***Equal Opportunity Employer***.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.
EOE

Ms. Terry Johnson, Building Bridges, 361 Farnsworth Ave, Bordentown, NJ 08505
BRSD Board of Education Members (9) Board packets or email
BREA, Stephen Koch
BRAA, Megan Geibel and Joseph Sprague
Daniel Riether, Affirmative Action Officer
Webmaster
NJ Association of School Business Officials (For courtesy posting on their web)

TO POST

Bordentown Regional Schools and Depts: BRHS, BRMS, CBS, MIS, PMS, OSS, Transportation