



NORTH CALDWELL BOARD OF EDUCATION
132A GOULD AVENUE
NORTH CALDWELL, NJ 07006

Director of Building & Grounds 12 Month Position

The North Caldwell School District, a Pre-K through 6th grade district located in Essex County is looking for a motivated and experienced Facilities Manager to serve as The Director of Building and Grounds.

The successful candidate will oversee and drive the daily operations of all custodial and maintenance employees in addition to working hands on with staff. The Director of Building and Grounds supervises the hiring and performance of all outside contractors in order to minimize costs to the District, and to ensure repairs and projects are completed safely and timely. The Director of Building and Grounds performs regular, on-going inspections of the quality of the work of the department and ensures the staff is meeting or exceeding the standards identified by the District.

The Director of Buildings and Grounds will be appointed as the AHERA Program Manager/Designated Person; Integrated Pest Management Coordinator; and Safety and Health Designee

QUALIFICATIONS:

- Certified Educational Facilities Manager (CEFM) certification from the NJDOE as per NJAC 18A:17-50;
- State of New Jersey Black Seal Boiler License;
- Have a minimum five years' experience in facilities and maintenance, preferable in New Jersey public schools;
- Hold and maintain a valid driver's license required to operate District vehicles and equipment;
- Possess excellent leadership skills by demonstrating excellence and leading by example
- Have strong communication and organizational skills, required to interact with employees, administrators, vendors and others;
- The Buildings and Grounds Director will be responsible for timely snow removal from sidewalks, driveways, and parking lots. This may include arriving early or remaining in district during/after a storm
- Preferably have experience in one or more specialty trades such as plumbing, electrical, carpentry, heating, ventilating and air conditioning;

This is a 12 month, full-time position with an attractive benefits package.

Please send letters of interest, resumes and certifications by July 31st, 2023

Linda Freda, Ed. D.
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AA/EOE

Posting date: 7/5/2023