

EXECUTIVE DIRECTOR of FACILITIES

The Jersey City Public School District seeks an Executive Director of Facilities to maintain the physical plant and grounds, providing a safe, clean, neat, and aesthetically attractive environment. This position supervises the district's maintenance and custodial staff.

Qualifications: **1)** Bachelor's Degree from an accredited college or university or equivalent years of experience; **2)** Minimum five (5) years maintenance and custodial experience; **3)** Minimum three (3) years supervisory experience; **4)** Public school district experience; **5)** Black Seal Fireman's License; **6)** Educational Facilities Manager Certificate; **7)** Valid New Jersey driver's license.

Responsibilities: **1)** Manage, coordinate, and integrate custodial/maintenance work; **2)** Create, implement and monitor Standard Operating Procedures (SOPs); **3)** Provide leadership for effective custodial operations and maintenance activities; **4)** Facilitate inter-office articulation throughout the district, promote effective communication, coordination and cooperation.

Employment Terms: **1)** Work Year 12-months; **2)** salary and benefits are competitive and negotiable; **3)** Conditions established by law and codes of the State, and policies, rules and regulations established by the Board of Education (*N.J.S.A. 18A:27-4 et. seq.*)

To Apply: **1)** Letter of Interest; **2)** Resume; **3)** Copies of Licenses and Certifications; **4)** Name and contact information of three (3) professional references; send materials no later than September 30, 2024 to:

Dr. Dennis R. Frohnapfel
Acting Business Administrator
Jersey City Board of Education
346 Claremont Avenue, 7th Floor
Jersey City, NJ 07305

Application materials may be sent via Email to
dfrohnapfel@jcboe.org