

HUNTERDON CENTRAL REGIONAL HIGH SCHOOL

84 ROUTE 31
FLEMINGTON, NJ 08822

JOB POSTING

Openings as of 10/18/2024

Anticipated Manager of Operations

JobID: 4214

Position Type:

Administration/Manager of Operations

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Date Posted:

10/18/2024

Location:

Hunterdon Central Regional High School

Date Available:

01/01/2025

Closing Date:

Until filled

Description:

Hunterdon County, New Jersey is a supportive community of engaged partners and families. Students attend Hunterdon Central Regional High School from four separate K-8 districts. Our school enjoys strong relationships with these districts, and with countless other organizations and interests, allowing for diverse and exciting opportunities for community-based education.

Central's campus is home to multiple buildings in an open model that totals roughly 500,000 interior square feet. Our budget and our Operations Department support state-of-the-art facilities for teaching and learning. The District is in the process of revamping its long-range facilities plan to ensure cutting edge and flexible learning spaces far into the future.

The Manager of Operations is responsible for oversight of all school facilities and grounds, and short and long range planning which will maximize the financial resources of the school district while providing a safe and healthy learning environment for the student body.

Requirements:

- Educational Facilities Manager Certificate* and Fireman's Black Seal License.
- A college degree in a field related to the duties of the position and/or significant experience as determined by the Board.
- A demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety.

Responsibilities:

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
- Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
- Establishes appropriate maintenance, groundskeeping, security and custodial requirements for each school building and installation.
- Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
- Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance, and groundskeeping staff.

Application Procedure:

Interested candidates must apply online at <https://www.applitrack.com/hunterdon/onlineapp/>

Selection Procedure:

Only candidates of interest will be contacted for interviews

The successful candidate will need to reside in the State of NJ within 1 year of appointment.

AA/EOE

The Hunterdon Central Regional High School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability (including pregnancy, childbirth, or related medical conditions), or other applicable legally protected characteristics.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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