

**UNION TOWNSHIP SCHOOL DISTRICT**

**SUPERVISOR OF FACILITIES**

**Full Time Position**

**QUALIFICATIONS:**

Must possess Certified Educational Facilities Manager (CEFM), Black Seal and IPM certificates.

Three years' experience, preferably in a school district environment.

Understanding of AHERA, IPM, ADA, NJQSAC, Lock Out Tag Out, Right to Know, SDA, IAQ, Lead Testing.

Must possess a valid NJ driver's license with evidence of a safe driving record.

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Possess leadership and management skills necessary to oversee the Building and Grounds staff, outside contractors and facilities.

Strong verbal and written communication skills.

Ability to use computers and database software, internet software, spreadsheet and worked processing programs.

Willingness to be on-call 24/7 for all emergencies

**REPORTS TO: School Business Administrator**

Responsibilities will include managing all aspects of the facilities operations and maintenance requirements. In addition, the Director is responsible for developing and managing all district repairs and renovation projects, supervising custodial, maintenance and grounds personnel. Salary will be commensurate with experience and skills.

**Position Available January 2, 2023 or earlier.**

Please send letter of interest, resume and certifications to:

Lori Tirone, Business Administrator 149 Perryville Road, Hampton, NJ 08827

Email: ltirone@uniontwpschool.org

EOE/AA