

Lopatcong Township School District

Dr. Debra A. Mercora, Superintendent

Lopatcong Township Elementary School

Eric S. Renfors, Interim Principal
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Lopatcong Township Middle School

Richard A. Bonney, Principal
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Employment Opportunity Certified Educational Facilities Manager 12-Month Full-Time Position

Posting Date: August 31, 2020

Position: Lopatcong Township School District - Certified Educational Facilities Manager

Mandatory Qualifications:

- Certified Educational Facilities Manager (CEFM)
- Bachelor's Degree Preferred – minimum of three (3) years successful experience with supervision of custodial, grounds and maintenance personnel and management of all aspects of a school facilities operation or equivalent
- Excellent organizational and evidenced-based observational skills in the supervision and evaluation of faculty
- Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
- Criminal and employment background clearance

Job Description/Responsibilities:

- Manage all aspects of the Buildings and Grounds Department – directing personnel and other resources efficiently and effectively to provide outstanding facilities so that full educational use of it may be made at all times.
- Direct, supervise and evaluate the daily activities of all custodial, maintenance and grounds personnel and contractors which includes the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
- Recommend the selection, assignment and in-service training of custodial, maintenance and grounds personnel to the School Business Administrator.
- Create the budget for the department and capital projects, review all purchase orders and report monthly status on department financials.
- Supervise the cleaning, maintenance and operation of all district facilities.
- Manage all capital projects as the point person for the district architect, engineer and construction manager and processing all documents through the School Business Administrator.

Salary: Commensurate with experience and qualifications.

Respond to: Please complete online application via www.lopatd.org under Employment
Include cover letter, resume and certifications.

Deadline: Until a suitable candidate is found.

AA/EOE