

MOUNTAINSIDE SCHOOL DISTRICT

BEECHWOOD SCHOOL, 1497 WOODACRES DRIVE, MOUNTAINSIDE, NEW JERSEY 07092
DEERFIELD SCHOOL, 302 CENTRAL AVENUE, MOUNTAINSIDE, NEW JERSEY 07092

22/23 SCHOOL YEAR Posting Date – September 14, 2022

Position: Supervisor of Maintenance & Custodial Services (non-affiliated)

Schedule: 12- months, Full-Time Monday - Friday

Qualifications:

- Valid NJ Certified Education Facilities Manager (CEFM) or ability and willingness to obtain within one year of employment
- Five (5)+ years' school environment experience in buildings and grounds operations, understanding federal and state compliance requirements
- Knowledge of budgeting, buildings and grounds repair and maintenance, environmental, AHERA and Right-to-Know laws
- Criminal background check required
- Valid NJ Driver's License

Responsibilities: Duties include but are not limited to the following:

- Assumes responsibility for the comprehensive overall planning and scheduling for all ongoing custodial, grounds and maintenance care of all school and office facilities in the district (2 bgs.)
- Estimates costs of repair projects and assists the Business Administrator in preparing specifications for such projects
- Advises on the hiring of contractors to perform certain maintenance projects and oversees projects
- Recruits and supervises all custodial staff, and serves as a liaison between custodians and building principals to ensure overall high standards of cleanliness, workmanship, safety, and security are maintained
- Prepares specifications for bids through co-op and state contracts for district-wide supplies and equipment and maintains inventory of them
- Establishes and maintains effective working relationships with administrators, principals, employees and suppliers
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities

Benefits: Competitive salary, health/dental benefits, NJ PERS Pension.

Interested candidates should submit a cover letter, certification and resume to:
jobs@mountainsideschools.org