

IRVINGTON PUBLIC SCHOOLS

POSTING NO. 28

POSITION(S):

Educational Facilities Manager (EFM)

LOCATION(S):

Buildings and Grounds

QUALIFICATION(S):

- High School Diploma
- Vocational/Technical School Training, a plus
- Minimum five (5) years experience in School maintenance; Planning for school renovations and repairs; preparation of work orders and record – keeping; knowledge of reading design drawings and school building blueprints
- Must be eligible to become certified as a Educational Facilities Manager through the Department of Education within two (2) years from date of hire
- Valid drivers license
- Proof of Construction, skilled craftsmen certifications, a plus

RESPONSIBILITIES:

- Ability to manage and supervise entire department of 150 employees, especially 26 skilled craftsmen on a daily basis
- Review work orders from Principals and Head Custodians and provide timely responses, and follow through on all work orders
- Ability to prepare, analyze, and administer an annual operations & maintenance budget based on facilities needs
- Ability to prepare various facilities reports for the State – M-1 Form Report; QAAR- Facilities Information; Work with Board Architects to prepare Long Range Facility Report and Addendums
- Ability to work with the School BA, Superintendent, and Board Consultant to pursue the facilities mandates through Abbott for the district's school repairs and renovations program

SALARY:

As per collective bargaining agreement

Interested candidates should submit cover letter, resume, and copy of high school diploma no later than

Monday, November 14, 2011 to:

Department of Human Resources

1 University Place, 4th Floor

Irvington, NJ 07111

Incomplete applications will not be considered

EARLY SUBMISSION APPRECIATED!!

IN HOUSE CANDIDATES ARE NOT REQUIRED TO SUBMIT RESUME BUT PLEASE BE ADVISED THAT LETTER OF INTEREST AND CREDENTIALS ARE STILL REQUIRED