

Hamburg School District in Sussex County (30 Linwood Avenue, Hamburg, NJ 07419) is currently accepting applications for the position of: Buildings & Grounds Supervisor

Qualifications:

- High School diploma required
- 5 years School Custodian Experience required
- Educational or practical experience in school or plant maintenance or skilled trade.
- Possess a New Jersey Black Seal Low Pressure Boiler License and maintain this license thereafter on a yearly basis.
- Hold a Certified Educational Facilities Manager (CEFM) certificate or must obtain within 2 years
- Valid NJ Driver's License

Duties:

- Oversee daily operations of custodial, maintenance, and grounds staff. Develop and manage preventive maintenance programs for all facilities and equipment.
- Ensure compliance with safety, health, and environmental regulations (e.g., PEOSHA, AHERA, ADA).
- Prepare and manage department budgets, bids, and purchasing of supplies.
- Maintain inventory of tools, equipment, and fixed assets.
- Supervise construction and renovation projects; coordinate with contractors and consultants.
- Schedule and support facility use for school and community events.
- Serve as district Safety Officer, Right-To-Know Officer, and other compliance roles.
- Respond to emergencies and implement evacuation procedures.
- Be on call to respond to alarm calls and other District emergencies
- Any other duties as assigned by the Chief School Administrator/Vice Principal/Business Administrator
- Hours: 6:00 AM - 2:00 PM, Summer hours 7:00 AM - 3:00 PM

Salary: Based on Skilled Trade, CEFM and experience, currently ranging from \$65,000 - \$72,000 per year.

Benefits:

- Full-time employees are eligible for medical, prescription and dental benefits, or insurance buy out if waived.
- Other: Enrollment in Pension Retirement System (PERS), Sick, Vacation and Personal Days

Application Procedure:

- Send letter of interest, resume, copy of certification (if applicable) to Amanda Weaver, Business Administrator, aweaver@hamburgschool.com.

Hamburg School District is an Equal Opportunity / Affirmative Action Employer, and all qualified applicants are encouraged to apply.