

# **Please Post**

27 April, 2020

## **NOTICE OF VACANCY**

TITLE: Confidential Assistant (Assistant Director of Facilities)

JOB STATUS: Non-Represented, Full-Time

LOCATION: One Spring Street, Newton, NJ 07860

DIVISION/DEPARTMENT: Division of Facilities Management

DATE OF VACANCY: April 10, 2020

STARTING SALARY: NR 14

CLOSING DATE FOR APPLICATIONS: May 27,2020

TENTATIVE START DATE TBD

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree in Engineering, Architecture, Facility Management, Construction Management, or related disciplines preferred. Additional years of experience **may** be substituted for higher education.
- Minimum of five years of physical plant maintenance work experience.
- Able to work occasional evenings and weekends as necessary for the proper oversight of workers and vendors
- Proficiency in computer applications of word processing, spreadsheet, and databases
- Experience in a senior facilities role in a complex, multi-building, multi-campus settings such as a college campus, township, and/or County government.
- Experience with the maintenance and restoration of historic buildings in accordance with the Secretary of the Interior standards is beneficial.
- Preferred, professional certifications, such as, PEOSH Designated person IAQ, CPM – Certified Public Manager, Etc.
- Experience with building systems and maintenance and operations management, such as budgeting, capital improvement policy and procedure, P3MP.

### **License:**

Appointees will be required to possess a driver's license valid in New Jersey

**JOB DUTIES:**

The Assistant Director of Facilities is responsible for assisting with planning and executing a program of maintenance, construction, and renovation which supports the Division, Administration and Board's mission. Programs include all building maintenance and repair, capital improvements, house and grounds keeping, utilities and mechanical/electrical systems, parking, equipment, vehicles, and environmental remediation. The Assistant Director of Facilities serves as a coordinator on all building and grounds-related construction and renovation projects. The Assistant Director works with the Division Head and relevant staff to create an annual operating budget along with a capital request for the following year as part of a one+ five-year capital renewal program.

Essential Job Functions, but not limited to;

- Maintains but is not limited to the following: mechanical, plumbing, heating, fire suppression/detection, security, electrical, lighting and environmental control systems.
- Coordinates and orders contracted services as needed.
- Serves as project manager on all construction or renovation projects and renewals.
- Supervises work of the facilities staff and others. As a supervisor, the Assistant Director provides oversight and leadership to the Facilities Management Division.
- Serves as Facilities liaison to all persons making inquiries or requests of the Division.
- Maintains and enforces all applicable PEOSHA/IAQ, DOL and other applicable standards

***RETURN COMPLETED APPLICATIONS (or RESUME) TO***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us)):

COUNTY OF SUSSEX  
Sussex County Administrative Center  
Office of Employee Services  
One Spring Street  
Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.