



Egg Harbor Township

3515 BARGAINTOWN ROAD, EGG HARBOR TOWNSHIP, NJ 08234-8321

DESCRIPTION OF POSTING: All aspects of Municipal Buildings Maintenance
Responsibilities will include:

All aspects of maintenance on public buildings.

The position is that of a non-contractual working manager performing and overseeing the inspection, diagnosis, maintenance and repair of all building systems and support assets.

- Contract management with third party vendors
- Specification development for third party RFP's
- Management, oversight, prioritization, delegation of staff to meet the needs of the division.

The Division Manager will report to the Public Works Director.

REQUIREMENTS FOR POSITION:

- Working experience in the maintenance, diagnostics and repair of commercial HVAC systems.
- Working experience with AC and DC electrical supply, protection and control systems.
- Working experience in all aspects of supply and drainage plumbing.
- Working experience in all aspects of structural, roofing, siding, window and foundation construction.

The Division Manager must be able to utilize various computer software applications to keep records of maintenance, aid in planning, materials acquisition, justify costs and assist in divisional budget development.

Interested applicants must be at least 18 years old and may obtain and submit an application by visiting the Egg Harbor Township Clerk's Office located at the municipal build at 3515 Bargaintown Road Egg Harbor Township, NJ 08234 between the hours of 8:30 am and 4:30 pm