



JOB POSTING

Maintenance and Facilities Manager – Newark, NJ (Full-time Exempt)

La Casa de Don Pedro a leading non-profit organization in the City of Newark is currently in need to fill the position of Maintenance and Facilities Manager. We are in search of an experienced Maintenance and Facilities Manager to join our leadership team. The candidate must possess strong organizational, management and supervisory skills and have excellent interpersonal, community and presentation abilities.

The Maintenance and Facilities Manager serves as the main point of reference for oversight and supervision of all aspects of La Casa de Don Pedro facilities by performing duties personally or through janitorial and/or subcontracted services.

The successful candidate will be responsible for overseeing and managing all La Casa owned and leased properties, inspecting facilities and holding contracted services accountable to their contracts to ensure optimal operating results. Candidate will also oversee all facility operations, manage janitorial staff and duties, prepare reports upon request and manage office moves; all while remaining in compliance with local, state and federal regulations and permits.

Experience and Required Job Qualifications:

- Bachelor's Degree in related field with 3+ years' experience in facilities management position and supervisory role
- Operational knowledge of Early Childhood Development Centers and Head Start certified facilities a plus
- Experience managing multiple sites
- Excellent project management and leadership skills
- Impeccable verbal and written communication skills

Compensation and Benefits:

- La Casa offers a competitive compensation and benefits package including health, vision and dental insurance for employee and family, employee assistance program, 401k retirement plan with company match, paid time off, paid sick leave, and bereavement time. Salary range: \$60,000-\$70,000 dollars per annum.

If you are an experienced manager, a team player, energetic and self-motivated; we want you to join our team!

To Apply:

- Email resume with letter of interest to: facilitymanagement@lacasanwk.org

Posting Open Date: 9/6/19

Posting Close Date: 09/27/2019

La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer