

Campus Superintendent / Facilities Manager

LGS Management Inc

Lakehurst JB-MDL, NJ, 08733

Duties and Responsibilities

LGS Management is seeking a Campus Superintendent to support the United States Naval Air Station at Joint Base McGuire/Dix/Lakehurst in New Jersey. More specifically, this position will focus on buildings within the NAWCADLKE Engineering and Laboratory. Facilities must be managed for maintenance, repairs, facility services and various inspections to ensure facilities are properly serviced as to avert deterioration, injury to personnel, to provide a healthy work environment, and to properly resolve functional and structural problems. The successful candidate must perform the following duties:

- 1) Manage warehouse and provide support to the building managers acting as on-site lead to IST.
- 2) Provide facility operations support to IST monitoring facility related tasks and projects.
- 3) Assist in tracking progress of on-going and new construction/renovation projects.
- 4) Assure campus cleaning and snow removal services are accomplished.
- 5) Perform minor repairs to buildings, furniture and common equipment and provide limited landscaping improvements (including watering of plant beds and grounds maintenance). Make lifts with close tolerances without endangering equipment or personnel.
- 6) Serve as POC during the collection of NMCI and legacy computer equipment from personnel.
- 7) Identify and obtain appropriate services to resolve facility related issues (including janitorial, refuse, and grounds maintenance).
- 8) Report and manage facility related interaction with AFCE.
- 9) Coordinate and oversee Self-Help projects; assist managers in personnel relocation.
- 10) Serve as liaison in matters involving environmental policy and vending machine audits.
- 11) Conduct periodic Fire and Safety inspections.
- 12) Provide escort services, as needed within buildings.
- 13) Provide Weekly Reports

Important Qualifications:

- 1) Bachelor's Degree from an accredited United States institution.
- 2) Certified in OSHA Compliance & Workplace Safety.
- 3) Basic Facility Management Training.
- 4) Secret Security Clearance
- 5) Certified Government license to drive Government vehicle on base.

This position requires physical activity that includes working, standing, bending, climbing stairs and carrying light to medium weight items such as papers, books, small items of equipment, laptop computers, computer systems and peripheral equipment (50 pounds), etc. Occasional work required from ladders, scaffolding, or platforms, working in cramped, hard-to-reach places. It is necessary to crouch, climb, crawl, stoop, bend, kneel, stand, walk, lift and work in awkward and uncomfortable positions, as well as use, lift or carry tools, equipment and other items in excess of 50 lbs. Work will be performed inside and outside, and in hazardous areas requiring personal protective equipment (including eye protection and foot protection).

Salary: Negotiable

Application Instructions:

Submit application and resume to LGS Management via email in either "pdf" or "doc" format (do not send a link to your resume). Send hard copy of resume via email to lgsmtg@verizon.net or fax to (732) 643-1969. Relocation not included. All qualified applicants will receive consideration for employment. EOE, M&F, Drug Free Workplace.

Nature of Work

Duration: Full Time, Regular

Working Hour per Week: 40 hour(s)

Flex Schedule
Overtime

Post is open till: 13 January, 2017

Education

Applicants should have a Bachelor's Degree or Equivalent Experience

Experience

Applicants should have experience of 5 year(s) .

Certificate

OSHA Compliance & Workplace Safety;

Benefits

Leave: Paid holidays, Vacation/paid time off

Insurance: Health, Vision, Dental

About LGS Management Inc

LGS Management provides government and private industry logistics contract services.