

The Belvidere School District is currently accepting applications for the position of School Operations Chief for the 2023-24 school year. Please forward your letter of interest, resume and copies of documents that support the qualifications of the position listed below via email to Chris Carrubba, Superintendent, Belvidere School District, [lomelia@belvideresd.org](mailto:lomelia@belvideresd.org)

**Position:** School Operations Chief

**Effective Dates:** July 1, 2023 through June 30, 2024

**Employment Terms:** 12 month, full time position  
Medical, dental, and prescription benefits offered  
Salary determined by the Board of Education

**Reports to:** School Business Administrator

**Qualifications:**

- Must possess a current valid NJ driver's license.
- Must have a high school diploma or equivalent training experience
- Have a minimum of three (3) year experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation.
- Must have a Black Seal Low Pressure Boiler License.
- HVAC, Electrical or Plumbing experience preferred.
- Must pursue a CEFM certification and complete within two (2) years.
- Must be able to be responsive during work and after-hours emergencies.
- Knowledge of environmental, worker-safety code compliances and fire code laws.
- Have excellent integrity and demonstrate good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Ability to lead, direct and write minor reports.
- Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
- Ability to troubleshoot and function as a working supervisor.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.