



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Senior Facilities Coordinator Date: September 11, 2026
Department: Facilities
Reports To: Director – Facilities & Risk Management
Grade Level: 16
FLSA Status: Exempt ☐ Non-Exempt ☒
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐

Job Summary

The Senior Facilities Coordinator position reports to the Director Facilities & Risk Management and serves as the technical lead for all activities related to maintaining the SDA building. This position provides hands-on facilities maintenance, coordinates daily work assignments for the facilities team, and serves as the primary point of contact for building operations. This includes, but is not limited to, maintenance, cleaning, invoicing, mail services, vendor coordination, and all day-to-day SDA building operations. This role acts as a working lead, performing technical duties while providing guidance and work direction to facilities team members. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Serve as the primary technical resource for day-to-day building maintenance which may include heating, ventilating and cooling systems, mechanical, electrical and plumbing systems, refrigeration, fire protection, office furniture.
2. Coordinate and assign daily work tasks to facilities team members
3. Provide hands-on technical guidance and mentoring to facilities staff members
4. Provide back up as assigned for Landlord maintenance and Contractual maintenance staff, with emphasis on repair and maintenance to achieve facility objectives in a safe manner.
5. Follows OSHA standards to ensure building is maintained to provide safe environment for SDA employees and visitors.
6. Under the direction of the Director of Facilities and Risk Management assist as directed with building lease agreement issues, renovations, and new construction projects.
7. Under the direction of the Director of Facilities and Risk Management assist as directed with appropriate departments and landlord to identify and resolve facility maintenance issues.
8. Conducts routine inspections of the building as directed.
9. Maintain accurate and up to date records for all tasks assigned.
10. Responsible for processing all facilities invoices efficiently and accurately.

11. Assist with equipment problems, change toner for standard printers and copiers and mail meter readings as required.
12. Provides back up to the Facilities Assistant on the following tasks:
 - a) Mail pickup and delivery within SDA, and between SDA and other state agencies.
 - b) Provide hand delivery/special handling delivery service at request of SDA staff.
 - c) Assist with Inventory control and ordering of office and lunchroom supplies as assigned.
 - d) Maintain and monitor copier and printer paper stock for all SDA copiers and printers.
13. Other duties as assigned.

Required Skills and Abilities

1. Proficient in Microsoft products including Excel and Word.
2. Ability to identify problems and take initiative to resolve.
3. Strong written and oral communication skills.

Required Education and Experience

1. High school graduate.
2. Associates degree in Facilities Management, Building Maintenance, Construction Management, or related field preferred
3. Minimum of 2 years experience supervising members of a team.
4. Demonstrated experience coordinating building maintenance activities and managing vendor relationships
5. Familiarity with local building codes and OSHA regulations.
6. Experience in electrical, mechanical maintenance and/or plumbing desirable.

Physical Demands

Ability to lift 25 pounds and move supplies.

Certificates and Licenses Required

Valid driver's license.