



State of New Jersey
THE PINELANDS COMMISSION
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MIKIE SHERRILL
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Lt. Governor

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

LAURA E. MATOS
Chair
SUSAN R. GROGAN
Executive Director

POSITION: Facilities Operations Supervisor
SALARY RANGE: \$94,704-\$137,319
CLASSIFICATION: Full-Time, Exempt, Union
POSTING PERIOD: 09/15/2026-10/18/2026

POSITION DESCRIPTION:

The NJ Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission is seeking a Facilities Operations Supervisor to oversee day-to-day facilities, building, and operational functions, including maintenance, repairs, preventive maintenance, building services, contractors, vendors, security, fleet, equipment, and supplies.

This is a **hands-on, on-site supervisory position** responsible for supervising a small team, coordinating staff and service providers, and actively participating in facilities and operational activities as needed. The position serves as a primary point of contact for facilities, works closely with Commission staff, contractors, vendors, and emergency personnel, and responds to routine and urgent operational needs.

Responsibilities:

Facilities and Building Operations

- Manage day-to-day facilities operations, including maintenance, repairs, supplies, equipment, vendors, and contractors.
- Coordinate custodial, landscaping, snow removal, HVAC, and other building services; monitor vendor performance and determine when work should be outsourced.
- Oversee building inspections, fire drills, emergency response, and required documentation and notices.
- Manage building access, opening/closing procedures, security protocols, and key card systems.
- Maintain telephone and building communication systems and coordinate resolution of 911 system issues.
- Respond to fire alarms and other facilities emergencies, including after-hours incidents, and coordinate appropriate follow-up.
- Monitor facilities conditions and operational readiness; identify and coordinate necessary maintenance and repairs.
- Maintain office supplies and other facilities-related resources.

Office and Operational Services

- Manage daily front-office operations, including telephone coverage, visitor reception, mail processing, file review appointments, and document drop-offs.
- Maintain staff schedules, attendance records, meeting calendars, and other front-office administrative resources.
- Coordinate meeting and event logistics, including room setup, equipment, refreshments, parking notifications, setup/cleanup, and related operational needs.
- Support Commission meetings, public activities, exhibits, and special events, including opening and closing procedures.
- Implement records-retention procedures, including scanning, organizing, maintaining, and transferring records in accordance with Commission policy.
- Coordinate routine office operations and ensure staff have the supplies, equipment, services, and facilities needed to perform their work.

Vehicle and Equipment Administration

- Manage Commission vehicle operations, including maintenance schedules, inspections, registrations, logs, and required documentation.
- Coordinate routine and scheduled vehicle maintenance, cleaning, and basic upkeep to ensure fleet readiness and compliance.
- Administer fixed assets and maintain accurate inventory, tracking, and records for Commission vehicles, equipment, and other assigned assets.
- Coordinate asset-related records and activities with MIS and other appropriate staff.

General Responsibilities

- Independently prioritize and manage multiple facilities, operational, administrative, and financial responsibilities.
- Coordinate effectively with Commission staff, vendors, contractors, service providers, emergency personnel, and outside agencies to support safe, efficient, and uninterrupted operations.
- Ensure work is completed timely and in accordance with applicable Commission policies, procedures, safety requirements, and operational standards.
- Exercise sound judgment in addressing routine and urgent operational needs and determining appropriate follow-up.
- Perform other related duties as assigned.

Knowledge and Skills

- Knowledge of facilities, building, office, and operational practices, including maintenance, purchasing, contracts, inventory, and records management.
- Knowledge of workplace safety, building security, and emergency response procedures.
- Ability to coordinate and oversee vendors, contractors, service providers, and maintenance activities.
- Ability to prioritize multiple responsibilities, exercise sound judgment, and resolve operational issues effectively.
- Strong organizational, communication, interpersonal, and problem-solving skills.
- Strong attention to detail and ability to maintain accurate records and documentation.

- Proficiency with Microsoft Office, particularly Word and Excel.
- Ability to supervise, delegate assignments, provide direction, and support staff performance.

EDUCATION

Bachelor's degree in facilities management, business or public administration, operations management, or a related field.

EXPERIENCE

Seven (7) years of professional experience in facilities and/or operations management, or a related field, including at least two (2) years of experience supervising multiple staff.

SUBSTITUTION

Additional relevant professional and/or supervisory experience may be substituted for the required bachelor's degree

A master's degree in facilities management, business or public administration, operations management, or a related field may be substituted for up to one year of the required experience.

CLASSIFICATION INFORMATION:

CWA Classification: Business Specialist 1

Functional Title: Facilities Operations Supervisor

RESIDENCY: The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not live in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

INTERESTED CANDIDATES: Interested candidates should submit a cover letter and resume via e-mail to humanresources@pinelands.nj.gov by the closing date. Please include the position title in the subject line.

Only candidates selected for interviews will be contacted.