

## **JOB OPPORTUNITY 2026**

**Federal Business Centers, a privately held commercial real estate developer located in Raritan Center, Edison, New Jersey seeks a **PROPERTY MAINTENANCE FOREMAN** to provide support for the **PROPERTY MAINTENANCE TEAM** and various departments throughout the Company as required.**

This position is primarily responsible for managing the plumbing, sanitary sewers, and fire sprinkler systems. Also, responding to emergency and routine maintenance situations for internal and external projects and sites. Responsible for the 24/7 Rapid Response functions for the Company. Manages calls, notifies/schedules repairs, and provides access for after-hours work as required.

- Thorough knowledge of general construction and maintenance terms, practices, and procedures.
- Ability to establish quick, short-term relationships with customers that create long-lasting impressions; meet and greet personality traits.
- Must have excellent problem-solving abilities.
- Ability to work well with and supervise a diverse group of coworkers and vendors.
- Mechanical aptitude acquired through vocational school or work experience.
- Strong written and verbal communication skills; ability to tactfully communicate with diverse groups of customers.
- Must understand the terms for general building trades and be able to read construction drawings.
- Ability to think quickly and logically in the best interest of safety and performance on job sites.
- Must have valid driver's license and reliable transportation.

**Compensation:** Base Rate Range \$95,000-\$110,000 based on a 40-hour work week. Rate and total compensation package to be determined by several factors including the selected candidate's education, experience, knowledge, skills, and abilities, as well as alignment with market data.

**Monday – Friday: 7:30 a.m. to 4:00 p.m. with a 30-minute lunch break. (Non-Exempt)**

Full Company paid benefits include medical, prescription, dental, health fairs, 401K with Company match, life insurance, short- and long-term disability benefits, unique quarterly and annual bonus programs, tuition assistance, vacation, and sick days, and approximately twelve paid holidays.

The Company hold regular meetings for education, training, and celebrations, and we have a Company bowling team and other such gatherings associated with team camaraderie. The Company also provides daily breakfast, lunch, beverages, and afternoon snacks.

**Please email resumes to:**

**Dawn White, Executive Director of Human Resources and Nanci Cooney, Assistant Director of Human Resources. Email: [dwhite@fbcnj.com](mailto:dwhite@fbcnj.com) and [ncooney@fbcnj.com](mailto:ncooney@fbcnj.com)**

### **Interview Process:**

- Step One: Brief telephone interview with Human Resources.
- Step Two: Application, resume and transcript review, basic skills assessments, writing samples and facility tour with Human Resources.
- Step Three: Interviews with Human Resources and applicable team leaders.
- Step Four: Final interview(s) with the department leader(s).
- Step Five: Contingent offer of employment subject to positive results from background and reference checks by outside agencies, and a negative result on the drug screen at the post offer physical.