



Ridgefield Public Schools

...valuing each and every student

Dr. Alex Anemone
Superintendent of Schools

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Mr. Kelvin Hiciano, MBA, MPA
Business Administrator/Board Secretary

JOB OPENING

ANTICIPATED OPENING:

SUPERVISOR OF BUILDINGS AND GROUNDS/FACILITIES MANAGER

ANTICIPATED START DATE:

JULY 1, 2026 (OR SOONER)

JOB REQUIREMENTS:

- Educational Facilities Manager Certificate and Fireman's Black Seal License
- Minimum experience as determined by the board
- Ability to supervise and coordinate the activities of department staff
- Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

ESSENTIAL DUTIES:

- Supervises all custodial and maintenance & grounds staff.
- Assumes the responsibility of Project Manager on all capital construction projects.
- Serve as the district's Asbestos Management Officer
- Serves as the district's Indoor Air Quality Designee
- Serves as the district's Integrated Pest Management Officer

Planning and Scheduling of Maintenance:

- Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
- Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
- Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
- Directs the maintenance of all buildings and grounds.
- Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
- Establishes and supervises summer cleaning programs and schedules.
- Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.

Environmental and Health Responsibilities:

- Develops long and short range maintenance and facilities plans/programs (HVAC Equipment) to ensure resources are effectively utilized; oversee implementation.
- Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute.
- Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
- Oversees the appropriate use, storage and disposal of hazardous substances.
- Monitors the use and regular maintenance of the ventilation and air conditioning system (HVAC).
- Monitors the use and regular maintenance the heating system.
- Monitors the use and regular maintenance of the school building fire alert and suppression systems.
- Oversees school building water treatment system and implements the regular water testing protocols.
- Manages building improvements and repair work performed by outside contractors. Resolves construction related disputes and compliance issues.
- Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
- Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
- Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
- Works directly with local city officials and others to resolve problems associated with care and maintenance of buildings and grounds.

Hiring and Work Assignments:

- Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and grounds keeping staff.
- Assigns staff to work locations and maintains a schedule of tasks for workers.
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Purchasing:

- Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Building Guidelines, Regulations and Training:

- Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- Keeps abreast of new work methods, procedures and equipment.
- Ensures that standards consistent with all applicable local, state and federal laws are maintained.
- Organizes and implements an orientation program on proper operation and

maintenance of school facilities for departmental personnel.

- Attends training sessions or assigns appropriate staff to obtain necessary instruction.

Inspections:

- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.

Budgeting:

- Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
- Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
- Confers with school principals, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.

Record-Keeping and Implementation of Policy:

- Maintains all records that are required by board policy, statute or administrative code.
- Interprets and enforces board policies regarding school maintenance, safety and security procedures.

SALARY RANGE:

\$110,000 - \$125,000 (Annual) – Based on experience.

Interested candidates must complete the AppliTrack online application at <https://www.applitrack.com/ridgeschools/onlineapp/>.

Applications due by: December 31, 2025.