Internal/External Posting

Notice of Vacancy

**FACILITIES DIRECTOR**

**Primary Purpose**  
Direct and manage all phases of the facilities and grounds operations in such a way as to ensure safe and efficient operations as well to maintain excellence into the future. Ensure that the maintenance of facilities and grounds are supportive of instructional goals and objectives of the District.

**Salary & Benefits**  
$65,000 - $75,000  
Full-family benefits package (health, dental, vision, long-term disability and life insurance)  
Paid sick, personal and vacation days

**Overall Job Description**

- Use a management style that promotes cooperation, teamwork and collaborative decision making
- Keep superintendent and CFO informed on pertinent information concerning entire operation of facilities and grounds
- Direct and provide training for custodians and grounds personnel
- Assist in cleaning buildings, maintenance, grounds work as needed
- Evaluate performance of custodians and grounds personnel
- Keep informed of and comply with all State and Federal requirements pertaining to maintenance and operations including hazardous materials and energy conservation
- Develop schedules for periodic inspection, preventive maintenance and service of buildings and equipment
- Develop long-range plans for the improvement of buildings and grounds
- Responsible for appropriate bidding and purchase of supplies, equipment and tools
- Supervises, inspects and evaluates the work, and certifies satisfactory completion for payment
- Propose and monitor budget for facilities and ground operations
- Assess facilities and grounds needs and communicates them to supervisors so that prioritization occurs in addressing problem areas
- Communicate effectively with parents, students, staff, administration and all community members
- Ability to work long hours and manage multiple tasks simultaneously
- Performs routine custodial/maintenance work as needed
- Other duties as assigned
Preferred Qualifications

Bachelor’s degree in related field or extensive management experience in large organization. Special knowledge/skills:

- Licensed in a skilled trade
- Skills and knowledge in the following areas: Plumbing, electrical, construction, HVAC and landscape/lawn maintenance
- Expertise in cleaning and sanitization methods
- Extensive organization skills
- Skills in detailing effectively with both professional and trades people
- Ability to analyze complex problems and effect the solution most favorable to the District

Apply to

Michael Behrmann, Superintendent
Harbor Springs Public Schools
800 State Road
Harbor Springs, MI 49740
Tel. 231.526.4540
Email: mbehrmann@harborps.org

Application Deadline

Until filled

Posting Date

August 4, 2020