May 4, 2026

N O T I C E

POSITION OPENING

Director of Facilities and Maintenance

The Director of Facilities & Maintenance provides strategic and operational leadership for all aspects of the district's physical plant, grounds, maintenance systems, and custodial operations. This role ensures that every facility — from our elementary school to our middle and high schools — is safe, clean, functional, and mission-aligned.

This is not simply a maintenance management position. The Director of Facilities & Maintenance is a key member of the district's administrative leadership team, partnering with the Superintendent and building principals to ensure that our physical environments actively support the learning experiences we are building for our students.

Responsibilities:

- Develop and administer the annual facilities and maintenance budget with a commitment to responsible stewardship of public resources
- Identify and pursue energy efficiency opportunities, grant funding, and cost-saving measures without compromising quality or safety
- Maintain accurate records of equipment, warranties, maintenance histories, inspections, and capital expenditures
- Conduct regular safety inspections and coordinate required state and local inspections (fire marshal, boiler, playground, elevator, etc.)
- Maintain current knowledge of relevant codes, ADA requirements, environmental regulations, and school facility standards

Requirements:

- Associate's or Bachelor's degree in facilities management, construction management, mechanical systems, or related field strongly preferred
- Minimum of five (5) years of progressive experience in facilities management, building maintenance, or construction, with at least two (2) years in a supervisory capacity
- Demonstrated experience with building systems including HVAC, plumbing, electrical, and grounds equipment operation and maintenance
- Proven ability to manage budgets, vendors, contracts, and multiple concurrent projects effectively
- Strong leadership, communication, and organizational skills; ability to build trust and work collaboratively with a diverse team

- Availability for on-call response to alarms and facility emergencies outside of regular business hours
- Valid Michigan driver's license with a clean driving record
  MSBO Facilities Director Certification, or willing to obtain

Interested candidates should submit the following materials in a single PDF or document packet:

- Letter of interest addressing your qualifications and your vision for facilities leadership in a learner-centered school district
- Current résumé or curriculum vitae
- Copies of relevant licenses or certifications
- Three professional references with contact information

This is an administrative contract position (non-bargaining unit)

Submit application materials to:
Tim Hejnal, Superintendent Lake City Area Schools, PO Box 900 Lake City, MI 49651

Deadline – May 18, 2026