



# **GLEN LAKE COMMUNITY SCHOOLS**

Growing Learners, Graduating Leaders

**Position Title:** Maintenance

**Department:** Maintenance and Custodial

**Reports to:** Director of Operations

**Job Description:** Responsible for the efficient and effective performance of support services provided to the school district in the areas of plant operations, buildings and grounds maintenance, safety and security, facility planning, facility construction, recreational facility use, environmental issues, recycling and waste management, and other duties as assigned. This is a year-round position.

**Preferred Qualifications:**

- Demonstrated knowledge and skill in areas of maintenance and custodial care, construction, and personnel administration.
- Minimum 5 years in custodial, maintenance, facility management or related areas
- Construction licenses or a contractor's license
- Technical training/experience in the fields of HVAC, plumbing, and electrical
- Flexibility to work mornings, evenings, and weekends to ensure proper building and grounds maintenance and support
- Ability to analyze problems and affect solutions
- Knowledge of blueprint reading, specifications, building and safety codes, boiler operations, HVAC, fire protection systems and general building trades
- Strong work ethic with previous record of exemplary attendance
- Demonstrated experience and skills in the use of technology

**Performance Responsibilities:**

- Maintain inventory of equipment, parts and supplies
- Make recommendations and assist in planning for new construction, major repairs and renovations
- Maintain a safe and secure campus environment
- Building maintenance requests such as HVAC, electrical and plumbing repairs, light construction.
- Grounds maintenance and repairs, irrigation maintenance and repairs, snow and ice removal.
- Equipment maintenance and repairs.
- Possess or willingness to get a CDL B with P&S endorsement for substitute bus driver.
- All other duties as assigned



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**Salary and Benefits:** As determined by [collective bargaining agreement](#)

**Please send application materials to:**

Glen Lake Community Schools  
Attn: Bethany Pousho  
3375 W. Burdickville Rd.  
Maple City, MI 49664

Or email to:  
[poushob@mylakers.org](mailto:poushob@mylakers.org)

Applications must include:

- Letter of Interest
- Resume

All materials must be received by November 14, 2025.