



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
405 West Main Street
Northville, Michigan 48167

NON-CERTIFIED POSTING

DATE: June 24, 2026

POSITION: Buildings & Grounds Leader – Full-Time
Operations Department

LOCATION: Northville Public Schools - Operations

COMPENSATION: Minimum starting rate: \$23 - \$28 / hour commensurate with experience and skills

EXPECTED START DATE: Immediate upon hire and notice

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- Minimum of 3–5 years of professional commercial landscaping or grounds maintenance experience, with at least 1–2 years in a supervisory or crew-leader role
- Knowledge and experience working with landscaping equipment and tools
- State of Michigan Certified Pesticide Applicator License (MDARD Categories 3A and 3B, or the ability to obtain it within 90 days of hire).
- Ability to effectively access and utilize technology systems that support the Operations Department
- Effective analytical and problem solving skills
- Ability to read and comprehend manuals, instructions, drawings and written instructions
- Possess and maintain a valid Michigan driver’s license and a good driving record
- Possess good verbal and written communication skills
- Must show evidence of good attendance and punctuality
- Record of demonstrating initiative, efficiency and timely follow through on responsibilities. Candidate must be able to work independently, achieve and maintain job productivity
- Record of cooperative and positive interactions with co-workers and supervisors
- Possess general maintenance knowledge with ability to perform tasks which may include and require a general knowledge of electrical, plumbing, security, snow removal-plowing, landscaping and grounds keeping
- Must be able to periodically work overtime, as needed
- Must pass a criminal history background check (fingerprinting) as required by Michigan school law
- Must be able to periodically work overtime, as needed
- Ability to climb ladders and work from heights
- Ability to lift up to 100 lbs.
- Ability to perform all necessary tasks, including stooping, bending, squatting, reaching, pushing, pulling, climbing, lifting and crawling
- Ability to communicate verbally for expressing or exchanging ideas by means of the spoken word
- Ability to work in inside and outside environmental conditions

TYPICAL DUTIES & RESPONSIBILITIES:

The responsibilities reflected below may change to meet the emerging needs of the School and the District.

- Direct and participate with mowing, trimming, planting, fertilizing, and weed control
- Lead, supervise, and motivate groundskeeping staff
- Assign daily grounds maintenance tasks and monitor completion
- Coordinate activities of seasonal and temporary grounds staff
- Maintain all school grounds, including lawns, landscaped areas, athletic fields, and exterior spaces
- Oversee athletic field preparation and maintenance
- Direct and participate with snow removal, plowing, and ice management
- Inspect grounds regularly and identify maintenance or safety issues
- Coordinate routine safety inspections of playground structures and surrounding surfaces (mulch, pea gravel) to comply with state safety regulations
- Coordinate with contractors and vendors for specialized landscaping or field services
- Manage, program, and perform basic repairs on campus irrigation and watering systems, including winterization blowouts.
- Operate and ensure proper maintenance of landscaping equipment and vehicles
- Maintain inventory of tools, equipment, and supplies; provide ordering recommendations
- Ensure proper storage and safe use of equipment and materials
- Maintain maintenance schedules and perform regular inspections of grounds equipment
- Provide timely response to work orders and keep accurate records of status and completion
- Serve as a key point of contact for winter weather emergencies. Coordinate early-morning snow plowing and salting schedules to ensure schools can open safely
- Notify the Director of Operations of issues requiring immediate or future attention
- Serve as primary contact for grounds-related issues in the absence of the Director of Operations
- Ensure compliance with safety procedures, OSHA regulations, and District policies
- Use operating power tools, equipment and vehicles in a responsible, safe and efficient manner
- Complete required District training and safety programs
- Assist in emergency or crisis situations as needed
- Work collaboratively with staff, administration, and the public
- Work independently with little or no supervision
- Demonstrate regular and predictable in-person attendance
- Be responsible for and perform any other duties as may be assigned

This position reports to the Director of Operations.

METHOD OF APPLICATION:

Interested applicants should submit a letter of intent, resume, credentials, letters of reference, etc. via the online link on the District website under “Jobs.”:

<https://www.applitrack.com/resa/onlineapp/jobpostings/view.asp?district=37119>

Northville Public School District
Mr. Brian Sumner, Director of Human Resources & Employee Relations
405 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: Until Filled

Posting Authorized: 6-24-26 by Brian Sumner, Director of Human Resources & Employee Relations

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, sex (including sexual orientation and gender identity), age, religion, height, weight, marital or family status, pregnancy status, disability, military status, genetic information, or any other legally protected category, be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.