

Openings as of 7/14/2026***Director of Facilities and Operations***

JobID: 7621

Position Type:

Leadership

[Email To A Friend](#)[Print Version](#)**Date Posted:**

7/14/2026

Location:

Facilities and Operations

Closing Date:

07/24/2026

**Excellence & Equity in Education**

ALL APPLICATION MATERIALS MUST BE UPLOADED AND SUBMITTED NO LATER THAN 5:00 PM ON THE SPECIFIED POSTING DEADLINE.

Position: Director of Facilities and Operations

Reports To: Executive Director of Finance and Business Operations

Schedule: 52 weeks/40 hours per week.

Starting Salary: \$96,976-\$128,358 (salary commensurate with experience).

Benefits: Comprehensive administrative benefits package including district-paid 403(b) contribution, longevity compensation, paid vacation, personal leave, sick leave, and health insurance benefits.

Kentwood Public Schools (KPS) is a recognized Destination District serving more than 9,600 students across over 20 facilities totaling approximately 2 million square feet. Guided by our commitment to Excellence and Equity in Education, KPS continues to invest in outstanding learning environments and operational excellence.

KPS is currently implementing projects associated with the voter-approved 2021 Bond Program (\$192 million) and the recently approved 2026 Bond Program (\$125 million), representing more than \$317 million in facility investments designed to enhance educational opportunities, modernize infrastructure, and support future growth.

Position Purpose: The Director of Facilities and Operations provides strategic leadership and operational oversight for district facilities, maintenance, custodial services, grounds operations, environmental safety, and capital construction activities. This position is

responsible for ensuring safe, efficient, and high-quality learning and working environments while advancing long-range facility planning, stewardship of public resources, regulatory compliance, and operational excellence. The Director collaborates closely with district leadership, school administrators, consultants, contractors, and community partners to develop and implement facility strategies that support district priorities, student achievement, and organizational effectiveness.

Essential Job Functions:

- **Departmental Leadership & Supervision**
 - Provide strategic direction and operational leadership for all district facilities, maintenance, custodial, grounds, and capital construction activities.
 - Develop, mentor, supervise, and evaluate facilities leadership staff.
 - Establish departmental goals, performance measures, and operational priorities aligned with district strategic objectives.
 - Foster a culture of accountability, collaboration, customer service, and continuous improvement.
 - Regular, reliable, and punctual attendance.
- **Facilities & Maintenance Oversight**
 - Oversee district-wide maintenance operations, ensuring buildings and grounds remain safe, functional, and well-maintained.
 - Conduct routine facility inspections to assess building conditions, infrastructure performance, safety, and operational efficiency.
 - Ensure timely response to facility-related concerns and emergency situations.
 - Lead implementation and continuous improvement of the district's preventive maintenance program through FMX and related operational systems.
 - Monitor facility performance and asset condition to support long-range capital planning and lifecycle replacement strategies.
- **Custodial & Operations Management**
 - Oversee custodial operations to ensure all district facilities maintain high standards of cleanliness, safety, and appearance.
 - Manage custodial staffing, scheduling, and operational efficiency across multiple sites.
 - Develop and implement quality assurance measures that support service excellence.
 - Coordinate operational support for instructional programs, extracurricular activities, community use, and special events.
 - Promote efficient use of labor, equipment, and operational resources.
- **Capital Projects & Long-Term Planning**
 - Provide district leadership for bond-funded, sinking fund, and capital improvement projects.
 - Coordinate planning, design, construction, and project closeout activities with architects, engineers, contractors, consultants, and other stakeholders.
 - Monitor project schedules, budgets, quality standards, and stakeholder communication throughout all phases of project delivery.
 - Maintain and update the district's long-range facilities plan to align with enrollment trends, district priorities, and fiscal resources.

- Evaluate facility conditions and infrastructure needs to support future capital investment decisions.
- **Budgeting & Financial Management**
 - Collaborate with the Business Office to develop and manage annual facilities and operations budgets.
 - Ensure cost-effective procurement of maintenance supplies, equipment, contracted services, and capital assets.
 - Monitor operational and capital expenditures to ensure fiscal responsibility and compliance with district purchasing procedures.
 - Develop multi-year capital replacement forecasts for major building systems, vehicles, equipment, and infrastructure assets.
 - Analyze operational and capital expenditures to maximize efficiency and long-term value.
- **Regulatory Compliance & Safety**
 - Ensure compliance with applicable local, state, and federal regulations, including OSHA, MIOSHA, ADA, AHERA, and applicable building and fire codes.
 - Maintain oversight of facility safety programs, inspections, environmental compliance requirements, and emergency preparedness activities.
 - Collaborate with district safety personnel and external agencies to support districtwide security and emergency response initiatives.
 - Monitor fire alarm, life safety, and security system inspection and maintenance programs.
- **Stakeholder Engagement & Communication**
 - Collaborate with principals, district administrators, and program leaders to ensure facilities effectively support student learning, extracurricular activities and district operations.
 - Develop and maintain productive relationships with contractors, consultants, municipal agencies, and community partners.
 - Clearly communicate facility priorities, procedures, project updates, and operational expectations to internal and external stakeholders.
 - Support effective coordination among custodial, maintenance, grounds, construction, and administrative teams.

Additional Duties: Performs other related tasks as assigned by the Executive Director of Finance and Business Operations and other central office administrators as designated by the Superintendent.

Note: *The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

Travel Requirements: Travels to school district buildings and professional meetings as required.

Knowledge, Skills and Abilities:

- Experience managing large teams and multiple facility-related departments.
- Strong budgeting, financial planning, and cost control expertise.
- Knowledge of building codes, environmental laws, and safety regulations.
- Experience with capital projects, facility renovations, and infrastructure planning.
- Ability to quickly address facility issues and emergencies.

- Strong skills in building partnerships, engaging school leaders, and maintaining external relationships.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- Able to maintain confidentiality.
- Ability to work in an economically, culturally and racially diverse environment.

Qualifications:

A combination of education, certifications, and experience will be considered.

- A bachelor's degree or equivalent experience in Facilities Management, Engineering, Construction Management, Business Administration, or a related field.
- Minimum 5+ years of leadership experience in facilities management, maintenance, or operations, preferred.
- Demonstrated experience managing budgets, personnel, and operational systems.
- Experience in general maintenance, mechanical/electrical systems, HVACR, facilities planning, water testing, and preventive maintenance.
- Relevant trade certifications or licenses (such as HVAC, plumbing, electrical, or facilities management certifications), preferred.
- Facilities Planning Certification or other applicable certifications, preferred
- Strong project management and team leadership experience.

Physical and Mental Demands, Work Hazards:

- **Ada Requirements:** The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- **Physical Demands:** While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.
- **Work Environment:** The noise level in the work environment is usually loud to moderate.
- **Mental Functions:** While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

FLSA Status: Exempt

APPLICATIONS: SUBMIT AN APPLICATION, INDIVIDUAL COVER LETTER AND RESUME THROUGH THE ONLINE APPLITRACK APPLICANT CENTER, NO HARD COPY APPLICATIONS WILL BE ACCEPTED VIA MAIL OR HAND DELIVERY. ALL APPLICATION MATERIALS MUST BE UPLOADED AND SUBMITTED NO LATER THAN 5:00 PM ON THE SPECIFIED POSTING DEADLINE.

Visit the district website: Click kentwoodps/employment.org

Kentwood Public Schools does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, or any other protected status in its employment decisions or the provision of services.

FMLA regulations require all employers to post the [updated FMLA notice](#).

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