



September 15, 2026

Internal/External Posting

Director of Facilities, Maintenance and Custodial Operations
Full-Time Year Round/At-Will Position
2026-27 School Year

Primary Function: The Director of Facilities, Maintenance and Custodial Operations will oversee the efficient, safe, and clean operations of the district's facilities and grounds. All building and district activities pertaining to these operations will be managed and authorized through this position.

Qualifications – Education & Experience

1. Bachelor's degree or equivalent and a minimum of five (5) years of successful supervisory experience in an appropriate field.
2. Leadership abilities as evidenced by previous and/or current employment.
3. Knowledge of and experience in general maintenance, supervision, mechanical/electrical maintenance, preventive maintenance, HVACR, chemical application, facilities planning, water testing, and other appropriate areas, as needed.
4. All relevant federal, state, and local required compliance reporting.
5. Ability to establish and maintain effective working relationships with staff, administrators, parents and the school community.
6. Facilities Planning certification and or other appropriate or related certifications.
7. Ability to clearly communicate, both oral and written, and interpret and implement district procedures, policies, and union contracts.
8. Possess appropriate reasoning, mathematical, language and communication skills. The individual must have the ability to read and interpret documents, as well as the ability to compile and write reports and correspondence.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties & Responsibilities

1. Oversee the district's building operations including maintenance, facilities, and custodial services.
2. Provide authorization, working in conjunction with building and district administrators, for all operational functions (i.e., changes in physical plant, change in operations functions).
3. Participate in the planning and overseeing of district bond issues or building renovations.
4. Prepare specifications and cost estimates of proposed work activities and required project or equipment bidding requirements.
5. Develop, in conjunction with administration, oversee and manage facilities plan.
6. Oversee and manage budgets in the areas of maintenance and operations.
7. Serve as resource regarding insurance for district facilities.
8. On call for district emergencies involving buildings, safety, etc.
9. Monitor energy conservation for the district.
10. Manage the physical condition and general operation of all buildings in the district. Conduct routine and periodic inspections of schools and facilities.
11. Monitor the performance of the custodial contractor and serve as a liaison regarding issues relating to district custodial service. Provide recommendations for continuance of contracts.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 775 W. Drahtner Rd., Oxford, MI 48371, (248) 969-5004.

12. Supervise and direct the maintenance department/employees, monitoring maintenance and repair of district facilities and equipment, development, implementation and operation of work order system, preventative maintenance schedules, replacement schedules, etc.
13. Monitor inspection and maintenance of district's fire and security alarm systems.
14. Maintain regular and predictable in-person attendance.
15. Openly support and abide by all school board policies, legal procedures, and administrative regulations.
16. Actively support and advance the vision and mission of Oxford Community Schools.
17. Perform other duties as required.

Reports to: Assistant Superintendent of Business and Operations

Salary: Salary range is \$96,691 - \$122,485 for this exempt/12-month position, commensurate with education and experience.

Benefits: Oxford Community Schools provides company paid coverage for dental, vision, life insurance, long-term disability, an employee assistance program, as well as sick and vacation days. In addition, Oxford Community Schools offers comprehensive medical coverage or a cash in lieu benefit, health savings account, flexible spending plans, tax-sheltered annuity (TSA) plans, and the Office of Retirement Services retirement plans.

To Begin: October 2026 or ASAP

**All applicants should apply online via the Oakland Human Resources Consortium:
Create an Application/Log-in [here](#)**

**Internal Application Deadline: Monday, September 21 @ 4:00 PM
External Application Deadline: Until Filled**