

VACANCY ANNOUNCEMENT

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| POSITION: Director of Facilities | LOCATION: Birmingham Public Schools |
| SALARY: Non-affiliated contracted position (See Salary & Benefits section below) | POSTING DATE: June 29, 2026 |
| SCHEDULE: Full-Time 12-Month | DEADLINE: Until filled; review of applications will begin July 17 |
| | START DATE: As soon as practical |

ABOUT BIRMINGHAM PUBLIC SCHOOLS:

Birmingham Public Schools (BPS) serves over 7,000 students across 13 traditional school buildings, an early childhood center, and a post-secondary adult transition center. The district continues to invest strategically in its facilities and infrastructure through active, bond-financed capital improvement programs.

BPS has established itself as a national leader with an intentional focus on character education, with multiple schools earning prestigious state and national recognition. The district benefits from strong community engagement across its geographic footprint, which includes the communities of Birmingham, Beverly Hills, Bingham Farms, Franklin, and portions of Bloomfield Township, Southfield, Troy, and West Bloomfield.

Located approximately 20 miles north of downtown Detroit in southeastern Oakland County, the district benefits from a strategic position that offers both exceptional suburban quality of life and convenient access to the cultural and economic opportunities of the greater Detroit metropolitan area.

REPORTS TO: Chief Finance and Operations Officer

JOB SUMMARY:

The Facilities Director oversees daily upkeep of and long-term improvements to school district facilities to create safe and reliable learning environments for district students and staff. This includes facility maintenance, capital improvements, custodial services, and groundskeeping. The Director oversees the work of over 90 district employees.

MAJOR DUTIES AND RESPONSIBILITIES:

Oversight of Daily Facility Operations

- Direct all facilities maintenance, custodial, and grounds operations, including supervision of the district employees who perform this work.
- Oversee a districtwide preventive maintenance program, including schedules for routine inspection and servicing of buildings and equipment.
- Develop efficient systems for custodial and maintenance services and work-order management.
- Ensure suitable custodial and groundskeeping services are in place for all building uses and activities.
- Establish safety work rules and lead a continuous safety program for facilities staff.

Long-Term Facility Improvement

- Develop and oversee a long-range facilities plan.

- Oversee construction and capital improvement projects, coordinating with the district's contracted owner's representative firm for bond-funded projects.
- Oversee utility usage monitoring and energy efficiency efforts, working with outside contractors as needed.
- Maintain the technical library of building plans, specifications, shop drawings, and manufacturer documentation.

General Management and Compliance

- Assist in developing the facilities and operations budget, and monitor spending against budget allocations.
- Oversee department procurement, including competitive bidding, cost estimates, and bid specifications, in accordance with district policy and applicable law.
- Ensure district operations and staff comply with applicable federal, state, and local laws and regulations.
- Oversee orientation and ongoing training and professional development for departmental staff.
- Maintain effective working relationships with administrators, vendors, contractors, public agencies, and community stakeholders, addressing concerns promptly.
- Assist with Birmingham Public Schools staff contract negotiations, as directed.
- Perform other duties as assigned by the Chief Finance and Operations Officer, including assisting with oversight of transportation and food services provided to students through third-party vendors.

QUALIFICATIONS:

The candidate selected for this assignment will be the one who offers the best combination of qualities in accordance with the following standards and requirements:

Required

- Bachelor's degree, or an equivalent combination of education and experience.
- Minimum of five years of progressively responsible facilities or operations management experience
- Experience supervising staff, including establishing job responsibilities, performance management, and employee discipline when required.
- Demonstrated success in developing and monitoring budgets and performing cost analysis.
- Experience managing competitive procurement and bidding, and administering contracts.
- Strong problem-solving skills and sound judgment, a collaborative leadership style, and competent written, verbal, and interpersonal communication skills.
- Proficiency in Microsoft Office (especially Excel and Word), and/or Google equivalents, with willingness to learn additional district systems.

Preferred

- Experience in a public sector organization — such as local government, higher education, or healthcare — including familiarity with public competitive-bidding requirements and government contract management. Direct K-12 experience is welcome but not required.
- Experience managing construction or capital improvement projects, ideally publicly or bond-funded.
- Experience operating and maintaining facilities that serve the public, including familiarity with environmental, health, and safety regulations.
- Experience managing or working alongside a unionized workforce in a collective bargaining environment.
- Relevant professional credentials are a plus, such as the Certified Educational Facilities Professional (CEFP, APPA); Certified Facility Manager (CFM) or Facility Management Professional (FMP, IFMA); Michigan

School Business Officials (MSBO) Facilities Director (CFD) certification; Project Management Professional (PMP); LEED accreditation.

Physical Requirements and Working Conditions

- **Mobility:** Must be able to move about large school campuses, climb ladders/scaffolding, navigate construction zones, and remain stationary for extended periods during administrative tasks.
- **Lifting/Physical Effort:** Must be capable of lifting and moving items up to 40 lbs. on an occasional basis.
- **Travel & Availability:** Requires reliable personal transportation for frequent local travel across the district's 13 traditional buildings and specialized centers, as well as the ability to respond to facility emergencies outside of normal business hours.

SALARY AND BENEFITS:

Salary range for the 2026-2027 school year is in accordance with Central Office Administrator Grade 9 salary ranges, and will be determined based on the candidate's training and experience. Additional compensation and benefits for Central Office Administrators include:

- Full family medical, dental, and vision insurance
- 23 vacation days
- Personal days
- Illness income protection
- Long-term disability insurance
- Life insurance
- Merit pay
- Degree-based pay
- Mileage allowance
- Board-Paid Tax-Sheltered Annuity
- Full eligibility to participate in a Michigan Public School Employee Retirement System retirement plan. Options for new Michigan school employees are a Defined Contribution plan with a total 9% employer contribution or a Hybrid retirement plan that includes both Pension and Defined Contribution components.
- Employees also have the option to enroll their children in Birmingham Public Schools without incurring tuition costs.

METHOD OF APPLICATION

Interested candidates meeting the above qualifications must complete the online application through the Oakland Human Resources Consortium website by the deadline listed. The posting can be found at [Birmingham Human Resources](#), click on **Employment Opportunities > Vacant Positions**. Please submit a **Letter of Interest, Current Resume and References**.

BIRMINGHAM PUBLIC SCHOOLS STATEMENT OF NON DISCRIMINATION

NOTICE: The Board of Education is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from discrimination and harassment. There will be no tolerance for discrimination or harassment on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, genetic information, disability or age. The District prohibits harassment and other forms of discrimination whether occurring at school, on District property, in a District vehicle, or at any District related activity or event. The Superintendent will designate compliance officers and develop and implement regulations for the reporting, investigation and resolution of complaints of discrimination or harassment. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Students - Inquiries related to discrimination on the basis of disability should be directed to: Director of Specialized Instruction and Student Services, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000. Direct all other inquiries related to discrimination to: Assistant Superintendent of Human Resources, 31301 Evergreen Road, Beverly Hills, MI 48025, 248.203.3000.

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