



PLYMOUTH-CANTON

COMMUNITY SCHOOLS

GLOBALLY FOCUSED. LOCALLY CONNECTED.

PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: Facilities Manager

LOCATION: District Wide

REPORTS TO: Director of Capital Projects & Facilities

SKILLS AND QUALIFICATIONS:

1. Three years' experience in maintenance, trades, operations and/or custodial functions.
2. College graduate and/or post-high school training preferred, or combination of education, training and experience.
3. Ability to work as part of administrative team under the direct supervision of the Director of Capital Programs & Facilities with supervisory responsibilities for related staff.
4. Ability to work with administrators and supervise daily and long-term work of contracted and/or employed custodial, maintenance, grounds and trades staff.
5. Ability to analyze, interpret and communicate technical data.
6. Knowledge of current cleaning techniques and procedures and products associated with them.
7. Familiarity with HVAC, plumbing, carpentry, electrical, storm water management, pools, roofing, grounds, turf, mechanical systems, and related equipment needed for care and operation of facilities and sites.
8. Knowledge of the organization and functions of a maintenance and operations department including pertinent federal laws, state statutes and local ordinances.
9. Must be an independent decision maker with a strong work ethic.
10. Must exercise good judgment in implementation of policy.
11. Ability to maintain favorable public relations.
12. Experience in providing leadership to work teams.
13. Effective written and oral communication skills.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

1. Work is performed in an office (20%) and in the field (80%).
2. Commitment to working irregular hours as emergencies, alerts, or incidents may require (night, weekend, holiday).
3. Must be able to climb, bend, stoop and reach.
4. Must be able to walk and stand for long periods.
5. Working in confined spaces is sometimes required.
6. Must be able to push, pull or lift at least 25 pounds.

PRIMARY DUTIES AND RESPONSIBILITIES:

May include, but not limited to:

1. Oversees the operational care, cleaning and general maintenance of district buildings, facilities, sites and grounds.
2. Responds to building emergencies in coordination with the Director of Capital Programs & Facilities for twenty-four hour on-call care for all district buildings.

3. Accountable for district maintenance staff (Plant Engineers, Head Maintenance - HS, Skilled Trades, Grounds, Cleaning Assistants) and the proper discharge of their assigned duties.
4. Assists in the management of maintenance staff relations including grievances and negotiations.
5. Accountable for managing the contract with the Custodial Contractor.
6. Maintains working relationships with school and department administrators to insure proper programming of facility upkeep and activities.
7. Arranges professional development and training for district maintenance staff as assigned by the Director of Capital Programs and Facilities and/or Chief Finance and Operations Officer.
8. Assists in the development and/or revision of maintenance work standards.
9. Ensures safe work practices and procedures in compliance with existing MIOSHA regulations and other relevant laws, statutes and ordinances.
10. Develops specifications, selects, recommends and orders supplies and equipment to be used in supporting the custodial/maintenance operations.
11. Monitors assigned budget line items.
12. Functions as part of an administrative team.
13. Performs regular "walk-through" audits of all district facilities to insure optimum educational environments via proper maintenance, operations and efficiencies.
14. Responsible for the implementation of weekday, weekend, holiday and summer shutdown tasks for every building in the district.
15. Ensures proper utility rate schedules, utilities invoice accuracy, and district participation in rebate programs.
16. Works with the building custodial maintenance personnel on proper operation of the systems and equipment.
17. Performs other tasks as assigned by the Director of Capital Programs & Facilities and the Chief Finance and Operations Officer.

This description is intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

EVALUATION: Performance of this position will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel.

BEGINNING DATE: As soon as possible

REPORTS TO: Director of Capital Programs & Facilities

SALARY RANGE: Non-Affiliated Grade 9 salary schedule
Range \$92,969 – \$123,323
Placement on salary schedule will be based upon experience and qualifications.
Work Schedule is 52 weeks per year

METHOD OF APPLICATION:

INTERNAL APPLICANTS – Apply [online](#) using the Internal Applicants section. You will be required to upload the following documents to your application:

- Letter of interest
- Updated resume
- Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.

EXTERNAL APPLICANTS – Apply [online](#) using the External Applicants section. You will be required to upload the following documents to your application:

- Cover Letter - Address letter to Abdul Madyun, Chief Human Resource Officer
- Resume
- Diversity, Equity and Inclusion Statement (attach in resume section). This statement should include your understanding and Knowledge of diversity, equity and inclusion including your past experiences and how you will ensure this is at the center of your work in the role for which you are applying.
- Two current letters of recommendation
- Copies of official transcripts for all degrees earned

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT:

Plymouth-Canton Community School district is committed to a diverse and inclusive workplace. Plymouth-Canton Community School district is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age or any other legally protected status. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE: Open until filled

DATE: 09/15/26

JOB ID: 1760