



Midland Public Schools

Inspiring Excellence

TITLE: Manager of Skilled Trades and Grounds

REPORTS TO: Director of Facilities and Operations

TERMS OF EMPLOYMENT: Manager Handbook. Salary range D: \$71,089 - \$83,634. Year round position-full time. Hours during summer may vary, as determined by District administration.

EVALUATION: Annually until reaching maximum; refer to Manager Handbook.

START DATE: This position is expected to begin as early as April 1, 2026 and no later than June 1, 2026.

INTRODUCTION

Come join Midland Public Schools as our next Manager of Skilled Trades and Grounds. Midland Public Schools encompasses approximately 140 square miles and serves approximately 7,300 students in pre-kindergarten through 12th grade. The District operates 12 schools with an operating budget of \$113 million with a 28% fund balance. The District is uniquely linked to and intertwined with the surrounding community and boasts a strong tradition and expectation of exceptional academics. Midland Public Schools holds a high concentration of STEM-degreed individuals and readily offers business needs for strong-skilled trades. The district is located adjacent to the world headquarters of Dow Chemical as well as large employers, such as MyMichigan Health, Dupont, and Corteva. Midland provides big-city amenities with a small-town feel and is the home to Midland Center for the Arts, Greater Midland Tennis Center, Great Lakes Loons/Dow Diamond, Dow Gardens/Whiting Forest and the nation's longest canopy walk. Please visit the Midland Public Schools website for more information: <https://www.midlandps.org> and the Midland Awaits video: @Midland Awaits

POSITION SUMMARY

The Manager of Skilled Trades and Grounds is responsible for the day to day supervision of the Skilled Trades and Grounds department. Duties include supervising, managing, evaluating, and directing department employees. The Manager will work collaboratively to support the district vision: *Lead with respect, trust, and courage. Ensure an equitable, collaborative, and inclusive culture. Enable all to achieve success.*

QUALIFICATIONS:

- Education:
 - Preferred: Bachelor's degree or Associate's degree and/or significant experience in related skilled trade areas. Equivalent combination of education and experience considered.
- Experience:
 - Required: Minimum of five years of successful supervisory experience in a skilled trade.
- Certification:
 - Preferred: State of Michigan skilled trades license.
- Knowledge of Laws and Codes:
 - Required: Thorough knowledge of applicable MIOSHA regulations and requirements, State of Michigan fire codes, electrical codes, plumbing codes, and construction codes.

KNOWLEDGE/SKILLS/ABILITIES

- Demonstrates vibrant two-way communication with school leaders, staff members, and colleagues across departments.
- Builds, motivates, and maintains a diverse and collaborative team, helping members understand their role in achieving district-wide goals.
- Provides strong leadership, including strategic planning, project management, goal setting, program planning, and implementation.
- Takes initiative to address problems, communicates concerns appropriately through the chain of command, and makes sound decisions in accordance with established policies, procedures, and regulations.
- Supports the overall objectives of the Facilities Department and the district through a team-oriented approach.
- Actively pursues professional growth, staying current with updated equipment, tools, methods, and industry best practices through training, seminars, and other learning opportunities.
- Demonstrates supervisory expertise in the selection, development, evaluation, and management of professional staff members.
- Required to be available on the district emergency call list.
- Performs additional duties as assigned by the Director of Facilities and Operations.
- Must pass a background check.
- Fine motor skills and ability to lift up to 50 pounds unassisted, to lift and move equipment and supplies
- Able to work indoors during all seasons/weather/temperatures as permitted.
- Able to stand or sit for long periods of time (up to entire shift as tasks require), as well as stoop, squat, bend, crouch, reach, kneel, and climb stairs frequently during the shift.
- Able to ride in a vehicle, as necessary (e.g., training on occasion).

ESSENTIAL FUNCTIONS:

- Demonstrated expertise in the maintenance of large facilities and extensive grounds, including the upkeep of athletic fields and related functions, supported by comprehensive knowledge of skilled trades and landscaping/grounds maintenance practices.
- The ability to plan, budget, schedule, and implement repairs and/or replacement of District physical plants, grounds, and equipment.
- Demonstrated ability to quickly learn, adapt to, and effectively utilize a variety of current and emerging computer applications and software systems.
- Demonstrated experience working with management and coordination of contractors and subcontractors.
- Ability to respond to school district emergencies after hours and/or weekends.
- Demonstrated experience across all major areas of facility maintenance. The Manager of Skilled Trades and Grounds is expected to possess broad working knowledge and practical skill in multiple trades, while not necessarily serving as the technical expert in every discipline. Areas of knowledge include, but are not limited to: carpentry, plumbing, electrical systems, HVAC, grounds maintenance, general maintenance, equipment repair, door hardware, and building automation systems.
- Manages and directs the maintenance and care of all district grounds, ensuring services are performed safely, efficiently, and in a cost-effective manner. Responsibilities include mowing, trimming, athletic field marking and event setup, snow plowing and ice control, general grounds maintenance, playground inspection and maintenance, and the application of fertilizers and weed control treatments.
- Responsible for irrigation systems; to include monitoring, maintenance, making adjustments to the sprinkler system, and the startup and shut down of the system (winterizing).
- Monitor weather conditions daily from November 1st through March 31st and coordinate snow removal plans with the Director of Facilities and Operations. During snow events, will coordinate snow removal assignments for the grounds and maintenance crew members.
- Responsible for snow removal in the district to ensure safe conditions for students, staff, and visitors.

- Collaborates closely with the District's Head Mechanic to ensure timely preventive maintenance and necessary repairs are completed on all equipment assigned to the Grounds and Maintenance Departments, including mowers, tractors, brooms, paint sprayers, plows, leaf blowers, chain saws, string trimmers, and other related equipment. Reports major repair needs and provides recommendations regarding equipment replacement and new purchases to the Director of Facilities and Operations.
- Is able to determine what is needed to complete assigned tasks. Skillfully and efficiently uses time and resources to execute those tasks.
- Demonstrated ability to learn and effectively operate heating control systems.
- Proficiency in maintaining and utilizing electronic records is essential, as electronic file management is a core function of this position.
- Demonstrated ability to read and interpret blueprints and apply the information effectively to troubleshoot issues and support problem-solving.

Application Procedure:

To complete the application process, you will need to complete the online application at www.midlandps.org. Your application will be retained in active status for one school year. If your qualifications meet our needs, we will contact you for further information and a possible interview. Please do not send paper documents! When completing your application, you will submit your documents electronically. If you cannot upload your documents, be prepared to provide this information should you be called for an interview. Note: You assure that we have a complete record of your candidacy if you upload all materials yourself.

Midland Public Schools is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, gender, identity, marital status, familial status, genetic information, age, weight, height, national origin, disability, or other legally-protected characteristic, in its programs, activities, or employment and provides equal access to the Boy Scouts and other designated youth groups. The following has been designated to handle inquiries regarding the non-discrimination policies: Associate Superintendent/Human Resources, 600 E. Carpenter Rd., Midland, MI 48640.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the district.

District administration reserves the right to alter or amend job descriptions at any time. This job is not limited to any or all of the listed qualifications or functions.