



Talent Management & Development Department

NOTICE OF VACANCY

JOB ID: 16378

POSITION: Senior Maintenance Technician
(Multiple Positions)

LOCATION: Maintenance Department

SCHEDULE: 52 weeks/year, 8 hours/day

SALARY: Per the Teamsters agreement,
Classification 3

POSTING DATE: June 1, 2026

DEADLINE: June 18, 2026 or until filled

JOB DESCRIPTION

The role of the Senior Maintenance Technician position is to diagnose and repair facility related issues including but not limited to plumbing, carpentry, building interior and envelope, and grounds both independently and as part of a team. This position reports directly to the Director of Maintenance.

QUALIFICATIONS

Required Education and Skills

- High School Diploma or equivalent
- Minimum of 5 years combination of plumbing/carpentry/grounds/electrical/maintenance related work experience
- Be dependable and reliable
- Willingness to work a flexible schedule when needed
- Maintain a positive attitude with a team approach
- Thorough knowledge of maintenance methods, procedures, practices, tools and equipment
- Demonstrated ability to establish and maintain effective working relationships with staff, and peers
- Ability to plan and carry out preventive maintenance measures
- Demonstrated problem solving
- Ability to read and interpret schematics, operating and maintenance procedures, and safety guidelines

Preferred Qualifications

- License or certifications in plumbing, pesticide application, carpentry or other maintenance related fields
- Associate or Bachelor's Degree in related field

RESPONSIBILITIES & DUTIES

- Independently diagnose, troubleshoot, and resolve a variety of issues inside and outside of school buildings, administrative offices, and athletic facilities
- Independently perform repairs inside and outside of facilities including flooring, ceilings, walls, plumbing, casework, kitchen equipment, doors and related hardware, athletic related equipment such as bleachers, backboards, and fields
- Ability to recognize and correct issues before they compound into larger problems
- Safely operate powered equipment such as district vehicles, snow plowing equipment, scissor lifts, forklifts, pallets jacks, drain snakes, saws, and other power tools
- Assist Skilled Maintenance when they need help, and lead Maintenance Technician staff when you need assistance

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- Accurately and responsibly order, purchase, and handle materials and supplies
- Manage communication technology including but not limited to a district provided cell phone, email, and work orders
- Maintain National, State of Michigan, City of Novi, and Novi Board of Education safety and code requirements and guidelines
- Perform other duties as assigned by the Director of Maintenance

WORKING CONDITIONS

- Have sufficient strength, ability, and dexterity to perform required skills including lifting/carrying items 50+ lbs.
- Ability to work outdoors in a variety of temperatures and inclement conditions
- Ability to work at elevated heights on extension ladders, scissor lifts, rooftops, etc.
- May be required to work outside the normal work hours as necessary

APPLICATION:

For full consideration of your candidacy, please complete the entire online application on the **Oakland Human Resources Consortium website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>** by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

INTERNAL CANDIDATES:

You still need to complete an online internal application through the OHRC website at <https://www.applitrack.com/OAKLANDSCHOOLS/onlineapp/jobpostings/view.asp?district=46160>.

Equal Opportunity Employer

NONDISCRIMINATION In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Laura Carino, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374. Rev. 01-28-23

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