



OaklandSchools

October 9, 2020

GENERAL ANNOUNCEMENT: POSITION OPENING

Facilities and Grounds Supervisor

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

\$58,109 - \$67,389/ annually with a potential to earn up to \$72,571 based on annual step increases/Exempt position / 12-month work year

WORK LOCATION:

Oakland Schools Technical Campus – NW
8211 Big Lake Road
Clarkston MI 48346

IN THIS ROLE:

In this role you will assure the effective functioning of facilities to provide an efficient and safe working environment. You will manage resources, services, and processes to meet the need of the district. You will supervise and assist with the day-to-day activities of staff responsible for cleaning, maintenance and repair of assigned Oakland Schools' technical campus buildings, grounds and equipment and ensuring clean, safe and secure conditions for students, staff, and visitors.

WHAT WE NEED:

We are seeking an energetic team member to supervise the day-to-day activities of assigned union staff including assignment and scheduling of custodial and maintenance staff which would include hiring, training, coaching, evaluating performance, and when necessary disciplining staff. You will ensure the safety of the building and its occupants by assisting in mandatory fire, lockdown, and shelter-in-place drill, maintain evacuation maps and participate in safety and security crisis meetings. You will also manage and maintain district assets located at the campus facility, administer the online service request system, conduct regular inspections of Oakland Schools' buildings and grounds to monitor quality and quantity of work performed by contractors and Oakland Schools' staff and will oversee and maintain building security systems.

You will oversee and maintain building security systems and ensure compliance with local, state, and federal regulations including OSHA and document all required inspections including air, fire, generator, water systems, lifts, cranes, construction tools, and spray booth inspections.

Work Schedule: Monday – Friday, 6:00 am – 2:30 pm

WHAT YOU NEED:

- Associates degree or minimum of five years of related experience including supervisory responsibilities.
- Experience with building automation and preventative maintenance tracking systems, security alarms, cameras, card access systems, and Microsoft Office software preferred.
- Michigan School Business Officials (MSBO) Facility Director Certification preferred.
- Possess State of MI Water Operator’s Certification preferred or able to obtain within 3 months of employment.
- Possess an Electrical, Mechanical, or Plumbing license preferred.

WHAT WE PROVIDE:

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted until October 23, 2020 or until position is filled.

CLICK BELOW TO APPLY:

https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000529

Note: You will need to select Non-Certified as one of your applicant types to be able to view and apply for the Facilities and Grounds Supervisor position.

For questions regarding this position please contact Shelly Wolski at 248.209.2230.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Manager/Supervisor, Career Focused Education at 248.209.2160. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.