



JOB DESCRIPTION

JOB TITLE: Director of Operations & Facilities
DEPARTMENT: Support Services
REPORTS TO: Superintendent

JOB SUMMARY: The Director of Operations & Facilities provides strategic leadership and oversight for all operational, maintenance, and facility functions of the Clare-Gladwin RESD. This position ensures that district facilities, equipment, and grounds are safe, efficient, clean, and conducive to a positive learning and working environment. The role combines high-level operational planning with direct oversight of facility maintenance, custodial services, safety protocols, and long-term infrastructure planning.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. *Other duties may be assigned by Administration.*

1. Provide leadership in planning, coordinating, and directing district operations in alignment with the RESD's mission, vision, and goals.
2. Collaborate with other LEA district leaders, administrators and departments to ensure a cohesive approach to regional operations efficiency and effectiveness.
3. Oversee all facilities, grounds, and maintenance services, including Administration Office, Area School, Garage, Magnus Center, Verna's House, and all related properties.
4. Develop and manage the operations and facilities budget in collaboration with the Superintendent and Chief Financial Officer.
5. Supervise, mentor, and evaluate facilities and maintenance staff; oversee contracted custodial, lawncare, and snow removal services.
6. Implement and monitor the maintenance help desk system to ensure prompt and efficient response to work orders.
7. Schedule, oversee, and evaluate projects performed by contractors and vendors, ensuring compliance with quality standards, safety, and district expectations.
8. Develop specifications for projects and manage bid processes as needed.
9. Assess risk, implement safety protocols, and ensure compliance with local, state, and federal regulations.
10. Analyze operational needs and recommend procurement of equipment, materials, and supplies.
11. Coordinate logistics for facilities projects to minimize disruption to educational programs and operations.

12. Attend project job meetings, maintain records, and report to the Superintendent and Board of Education on project progress and operational performance.
13. Ensure the efficient operation and maintenance of HVAC, electrical, plumbing, and other critical building systems; perform or oversee minor repairs and preventive maintenance.
14. Promote continuous improvement by identifying opportunities for efficiency, cost savings, and enhanced service.
15. Represent the district in professional development, training, and regional collaborations to stay current with emerging trends and best practices.
16. Develops, implements, and manages preventative maintenance schedules and repair activities to ensure optimal equipment performance and minimal downtime.
17. Performs basic plumbing, electrical, and carpentry projects, assembles furniture and equipment, and repairs various items, systems, and components to ensure they remain in safe and functional condition.
18. Contribute positively to the district's culture through professionalism, integrity, and strong interpersonal skills.
19. Perform other duties as assigned.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be able to be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

- Associate's degree or Trade School degree in a related field required; Bachelor's degree preferred.
- Five (5) years of progressive experience in operations, facilities, or maintenance leadership.
- Demonstrated experience in facilities management, construction oversight, and contract/vendor management.
- Strong knowledge of HVAC, plumbing, electrical, and general building systems.
- Familiarity with state and federal laws related to building safety and compliance.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Michigan Driver's License required.
- Possess a Michigan School Business Officials (MSBO) Facilities/Operations certification or be willing to obtain certification within three (3) years of employment.

LANGUAGE SKILLS

Must be able to listen, comprehend, and communicate effectively with students, teachers, co-workers, staff and Administration. Must be able to read, comprehend and analyze manuals, instructions, diagrams, correspondence, memos, and other job-related materials, electronic files, and/or documents. Must be able to compose appropriate correspondence with clear and concise information utilizing proper spelling and grammar.

MATHEMATICAL SKILLS

Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations in order to make comparisons and/or determinations, trouble-shoot equipment, and produce charts, graphs, and/or reports.

REASONING ABILITY

Must be able to apply common sense and reason to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES

Must demonstrate cooperative and effective communication skills, both oral and written, and apply active listening skills with people and situations.

Must have strong problem-solving skills and effective interpersonal skills. Ability to work independently and support multiple tasks and effectively establish priorities and deadlines.

Must demonstrate professional maturity, discretion, and integrity in handling confidential matters. They must exhibit strong leadership, communication, and organizational skills, and possess the ability to collaborate effectively with administrators, staff, contractors, and vendors.

PHYSICAL DEMANDS & WORK ENVIRONMENT *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. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, lift, push, pull, bend, climb, crawl, see, talk and hear. The employee will frequently use hands and fingers to handle, grasp, feel and hold, and reach with hands and arms. The employee must be able to lift and/or move up to 50 pounds on a regular basis and occasionally up to 100 pounds. Work on ladders, scaffolds, electric lifts, roofs and elevated surfaces. Specific vision abilities required by this job include close vision. The employee is regularly required to meet deadlines with time constraints, in addition to meeting multiple demands from several people.

In the performance of this job, the individual may occasionally come in contact with unruly students and/or adults, and/or be exposed to blood, bodily fluids, and tissue.

OTHER INFORMATION

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee in this position. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor or designee, Superintendent, and/or appointing authority.

Signature below signifies that employee has reviewed the contents of his/her job description and that the individual is aware of the requirements of said position. In addition, the employee agrees that he/she shall remain free of any alcohol or controlled substance abuse in the workplace throughout his/her employment in the District.

Employee Signature

Date

NOTE: Applicants desiring disability accommodations should contact the supervisor and/or Human Resources.

Created	10/2/2025
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Statement of Compliance with Federal & State Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service

District that no person on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or under any program or activity to which it is responsible, or for which it receives financial assistance from the U.S. Department of Education. For information contact the Superintendent at Clare-Gladwin Regional Education Service District, 4041 E. Mannsiding Rd, Clare, MI 48617 (989) 386-3851 or cghr@cgresd.net.