

# Beal City Public Schools

3180 W. Beal City Rd.  
Mt. Pleasant, MI 48858



Phone: 989-644-3901  
bealcityschools.net

## NOTICE OF INTERNAL/EXTERNAL VACANCY

**Job Title:** Maintenance Director  
**Location:** Beal City Public Schools  
**Reports to:** Chief Finance Officer  
**Date Posted:** 8/11/2025  
**Position/Type:** Full-time  
**Shift Hours:** Year-round salary employee, 6:30 a.m. - 3:30 p.m., but can vary depending on duties  
Assigned with some flexibility of being on-call.  
**Salary:** \$50,000 to \$60,000

### QUALIFICATIONS/REQUIREMENTS:

- High school diploma or GED required; associate or bachelor's degree in facilities management, building maintenance, engineering, or a related field preferred.
- Experience in public school or educational facility maintenance is strongly preferred.
- Working knowledge of building systems, including HVAC, plumbing, electrical, carpentry, custodial, transportation fleet, and grounds maintenance; 3 to 5 years of experience in at least one of the related fields preferred.
- Familiarity with safety regulations, building codes, OSHA standards, and environmental regulations specific to school laws.
- Ability to read and interpret blueprints, schematics, and technical manuals.
- Good working knowledge of basic computer applications (email, work order systems, spreadsheets) for scheduling, recordkeeping, and reporting, or ability to learn.
- Ability to lift 50 pounds, climb ladders, work at heights, and operate maintenance equipment.
- Willingness to work in various weather conditions and respond to after-hours emergencies as needed.
- Strong organizational and time-management skills with the ability to prioritize multiple projects.
- Excellent communication skills to work effectively with administrators, staff, contractors, and vendors.
- Ability to supervise, lead, and motivate maintenance and custodial staff, and any ancillary support staff that help in the mission of building, maintenance, and grounds, resolve conflicts, and maintain high performance standards.
- Valid driver's license with a clean driving record, will require a CDL within a year of hire.
- Certification in one or more trades (HVAC, electrical, plumbing) preferred.
- OSHA 10 or 30 certification, first aid/CPR certification, or other safety training preferred.
- Ability to prepare and complete district and government-required reports.

## PERFORMANCE RESPONSIBILITIES:

- Direct, schedule, and oversee maintenance staff, custodians, and groundskeepers.
- Provide training, guidance, and performance evaluations to ensure quality work.
- Establish clear work priorities and ensure timely completion of tasks.
- Oversee preventive maintenance programs for all buildings, mechanical systems, electrical systems, plumbing, HVAC, and safety equipment, following school laws and regulations.
- Coordinate and perform repairs, replacements, and upgrades as needed.
- Ensure all school facilities are clean, safe, and in good working condition.
- Ensure compliance with local, state, and federal safety regulations, building codes, and environmental requirements.
- Conduct regular safety inspections of facilities, playgrounds, and equipment.
- Maintain records for inspections, safety drills, and required maintenance logs.
- Develop and manage the maintenance department budget.
- Monitor expenditures and seek cost-effective solutions for repairs and upgrades.
- Maintain inventory of tools, supplies, and equipment.
- Plan and coordinate major repairs, renovations, and construction projects with contractors, architects, and district administration.
- Develop short- and long-term facility, grounds, and transportation improvement plans.
- Prepare bid specifications and oversee vendor contracts.
- Respond promptly to facility emergencies such as equipment breakdowns, leaks, weather damage, or safety hazards.
- Coordinate and conduct snow removal, storm preparation, and disaster recovery efforts.
- Serve as the primary point of contact between maintenance staff, administration, and outside contractors.
- Communicate maintenance schedules and updates to school staff.
- Attend administrative meetings and provide facility reports as requested.
- Oversee landscaping, lawn care, parking lot maintenance, and seasonal tasks.
- Ensure playgrounds, athletic fields, and outdoor spaces are safe and well-maintained.
- Implement energy-saving initiatives and monitor utility usage.
- Recommend environmentally friendly and cost-efficient maintenance practices.
- Maintain accurate maintenance records, equipment manuals, warranties, and compliance documentation.
- Submit regular reports on facility status, work orders, and budget performance.

**Method of Application:** Internal applicants, please submit a letter of interest to the Central Administration office. If not a current employee of Beal City Public Schools, please provide a cover letter and resume or apply online through *Frontline Education/Applitrack*.

The link to the website is located at <https://www.bealcityschools.net/page/employment-opportunities>.

**Deadline to Apply:** 3:00 p.m., August 19, 2025

**Mike Pung, Interim Superintendent**

**Posting Date: 8/11/25**

*No person shall, on the basis of race, creed, gender, religion, national origin, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment by Beal City Public Schools.*