



June 22, 2026

POSITION OPENING: Facility and Grounds Supervisor

IN THIS ROLE:

You will supervise the day-to-day activities of staff responsible for the cleaning, maintenance, and repair of assigned Oakland Schools technical campus buildings, grounds, equipment, and vocational training labs, ensuring a clean, safe, and secure environment for students, staff, and visitors. You will also monitor the condition and operation of critical building systems and equipment, including but not limited to rotary vehicle lifts, overhead doors, shop ventilation systems, and fire suppression equipment. This will include verifying compliance with health, safety, OSHA, SET SEG, and other regulatory standards; coordinating annual fire suppression inspections and required testing; identifying maintenance and safety deficiencies; and initiating corrective actions to maintain safe and efficient facility operations.

WHAT WE NEED:

- Supervise the day-to-day activities of assigned staff. Duties include hiring, training, coaching, evaluating performance, and, when necessary, disciplining staff.
- Assume responsibility for the assignment and scheduling of custodial and maintenance staff; schedule approved overtime as needed.
- Coordinate execution and completion of facility work orders in a cost-effective and timely manner. Duties include, but are not limited to, determining work order priorities, developing plans of action to address problems, and ensuring availability of necessary supplies and materials to complete the job.
- Conduct regular inspections of Oakland Schools' buildings and grounds to monitor quality and quantity of work performed, compliance with health and safety standards, and ensure a clean, safe, and secure environment is maintained; initiate corrective action as necessary.
- Oversee work of external maintenance contractors. Duties include monitoring the quality and quantity of work performed, compliance with contract specifications, responding to contractor issues as needed, and recommending payment/non-payment of services.
- Assume responsibility for the procurement and delivery of maintenance and custodial supplies and equipment.
- Oversee implementation of building security procedures, including key control for the building.
- Assist in the development, coordination, and implementation of the facility plan for the assigned technical campus, including routine preventive maintenance and capital improvements.
- Maintain current and complete building files and records.
- Prepare departmental documents and reports as required.
- Maintain knowledge of current legal mandates and requirements related to the facilities management function, including environmental and safety standards; recommend changes to operations as necessary.
- Respond to alarm calls as needed.
- Remove snow using a plow truck, snowblower, and manual shoveling. Salting of parking lots and walkways as needed to ensure safe conditions. Perform lawn mowing, weed trimming, blowing, and other grounds maintenance activities.
- This position combines supervisory responsibilities along direct participation in facility and grounds maintenance activities as required
- Perform other duties as assigned.

WHAT YOU NEED:

- High school diploma or general education degree (GED).
- Possess current driver's license. Must be able to drive Oakland Schools vehicles and pass driver's authorization check.
- Five or more years of related experience, including supervisory responsibilities.
- Ability to stand, walk, bend, reach, stoop, kneel, crouch, and lift while inspecting work.
- Work involves some exposure to adverse weather, environmental hazards, noise, and the like when inspecting work.
- Ability to properly operate required office equipment, including a personal computer, copier, and other standard office equipment; Working knowledge of Microsoft Office applications preferred.
- Experience with building automation systems, preventive maintenance tracking systems, security alarms, surveillance cameras, and card access systems.
- MSBO Certified Facilities Director certificate preferred

WORK LOCATION:

Oakland Schools Technical Campus - Southeast
5055 Delemere Ave
Royal Oak, MI 48073

SALARY DETAILS:

\$66,731 - \$77,387 salary based on relevant prior work experience, with the potential to earn up to **\$83,339** after employment with Oakland Schools.
Exempt position / 12-month work year.

WHY WORK FOR OS?

Aside from working with talented experts on important initiatives, when you join Oakland Schools, you'll also get these great benefits:



Pension Plan

OS offers the opportunity to enroll in a pension plan to help support your financial stability.



Professional Learning

OS provides various professional learning opportunities to advance your skill sets with education development.



Full Health Coverage

High quality, low-cost health insurance plans. Employer paid dental, vision, life insurance, short and long-term disability, and well-being benefits.



Flexible Vacation Time

Experience built-in vacation, including time off for winter and spring break and generous leave time, so you can have a healthy work-life balance.



Wellbeing Program

OS utilizes a holistic approach to provide resources that support the wellbeing of our employees.



Other Perks

You're eligible for preferred pricing on pet insurance, legal coverage for most of your legal needs, additional life insurance and access to the Student Loan Repayment Program (PSLF) for loan forgiveness in public service.

Public Service Loan Forgiveness (PSLF) Program

Working with Oakland Schools isn't just meaningful - it's financially rewarding!

Oakland Schools qualifies as an eligible employer for the Public Service Loan Forgiveness Program. The PSLF Program forgives the remaining balance of your Direct Loans based on the following requirements of eligibility:

- after the individual has made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and
- while working full-time for an eligible employer (for a weekly average, alone or when combined, equal to at least 30 hours)

For additional information, please visit

studentaid.gov/manage-loans/forgiveness-cancellation/publicservice

WHO WE ARE:

Oakland Schools (OS) is an Intermediate School District (ISD) focused on providing educational and technology services to local school districts in a cost-effective manner to provide students with a superior education. We also operate our Oakland Schools Technical Campuses (OSTC) and Virtual Learning Academy Consortium (VLAC). You will help students have the best learning experience possible through your work at OS! To learn more about us, visit <https://www.oakland.k12.mi.us/about>.

HOW TO APPLY:

To apply, please use the [Oakland Human Resource Consortium \(OHRC\) website](#). You will need to make an account on the OHRC website to apply. To access this application click the position title below:

[Facility and Grounds Supervisor](#)

Oakland Schools is a member of the OHRC. Once you create your account, you will be able to apply for positions within our district as well as positions available through other member districts. All applications must be completed on the OHRC website. Please do not email or fax application materials to Oakland Schools.

POSITION DEADLINE: Applications will be accepted until **July 6, 2026, or until the position is filled.**

NOTE: Interested candidates must be available to interview **the week of July 13, 2026.**

For questions regarding this position, please contact HRRecruiting@oakland.k12.mi.us

In accordance with state and federal law, Oakland Schools does not discriminate, nor permit discrimination, on the basis of race, color, national origin, ethnicity, religion, sex, pregnancy or parental status, gender identity, gender expression, sexual orientation, disability, age, height, weight, marital status, military service, veteran status, genetic information, or any other legally protected status, in its educational programs and activities, employment, or enrollment. The District also provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints regarding unlawful discrimination or harassment, employees should contact the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at (248) 209-2429 or HR@oakland.k12.mi.us. Students and others should contact the Civil Rights/Title IX Coordinator at (248) 209-2185.

This job posting 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.