

## **Facilities Director – CLK Schools**

### **Position Overview:**

The Facilities Director at Calumet-Laurium-Keweenaw (CLK) Schools will be responsible for the oversight, planning, and management of all district facilities including, construction, maintenance, and custodial operations. This position will ensure that all school buildings, grounds, and infrastructure are safe, efficient, and well-maintained to support the district's educational mission. The Facilities Director will provide leadership in strategic facility planning, budgeting, preventative maintenance, and capital improvements while supervising day to day maintenance and custodial operations.

The ideal candidate will be a highly organized, proactive leader who can manage multiple projects, effectively allocate resources, and collaborate with district administrators, staff, and outside contractors.

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### **Key Responsibilities:**

#### **Facilities Management & Maintenance**

- Develop and oversee a preventative maintenance plan for all district buildings and infrastructure.
- Supervise and support maintenance and custodial staff, ensuring work is completed efficiently and to high standards.
- Prioritize and coordinate repairs, ensuring timely responses to urgent issues while planning for long-term improvements.
- Manage HVAC, electrical, plumbing, and mechanical systems to maximize efficiency and minimize disruptions.
- Ensure compliance with safety, environmental, and building codes, including state and federal regulations.

#### **Strategic Planning & Capital Projects**

- Collaborate with district leadership to assess facility needs and develop a long-term facilities improvement plan.
- Provide input and oversight for bond projects and major renovations, working closely with contractors and vendors.
- Assist in developing cost-effective solutions for infrastructure improvements, including HVAC systems, grounds design and management, and building renovations.
- Research grants and funding opportunities to support facility improvements and sustainability initiatives.

## **Budget & Resource Management**

- Develop and oversee the facilities and maintenance budget, including staffing, equipment, supplies, and contracted services.
- Identify cost-saving opportunities, such as reducing reliance on external contractors by enhancing in-house repair capabilities.
- Manage vendor relationships, negotiate contracts, and oversee procurement for maintenance and operations.

## **Staff Supervision & Leadership**

- Provide leadership, training, and mentorship to maintenance and custodial staff, ensuring a high-performance team.
- Work with the Superintendent and administrative team to ensure staffing levels meet the needs of the district.
- Foster a positive and professional work culture within the maintenance department.

## **Safety & Compliance**

- Oversee school safety and emergency preparedness as it relates to facilities (fire safety, lockdown procedures, weather-related building concerns).
- Ensure compliance with water quality, asbestos management, air quality, and other environmental regulations.
- Implement and oversee safety training for maintenance and custodial staff.

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## **Qualifications & Skills:**

### **Required:**

- Proven experience in facilities management, maintenance, construction, or a related field.
- Strong leadership and organizational skills with experience supervising staff.
- Knowledge of building systems (HVAC, electrical, plumbing, structural integrity).
- Ability to develop and manage budgets and long-term capital plans.
- Strong problem-solving skills with the ability to prioritize multiple projects.
- Proficiency with facility management software and scheduling systems.
- Ability to effectively communicate with staff, vendors, and community stakeholders.

### **Preferred:**

- Experience working as a facilities manager.
- Familiarity with state and federal regulations for public school buildings.
- Experience with project planning and execution.
- Knowledge of preventative maintenance best practices and cost-saving measures.

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## **Compensation & Benefits:**

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### **About CLK Schools:**

Calumet-Laurium-Keweenaw (CLK) Schools is committed to providing a safe, innovative, and high-quality learning environment for students. The district values hands-on learning, community involvement, and continuous improvement, and seeks a Facilities Director who will play a key role in maintaining and enhancing the infrastructure that supports student success.

**APPLICATION:** Send letter of application, resume and credentials to

**Joel Asiala, Superintendent**

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EQUAL OPPORTUNITY EMPLOYERS