



INTERNAL & EXTERNAL NOTICE OF VACANCY - NON-BARGAINING SUPPORT STAFF 2024-2025 SCHOOL YEAR

MANAGER OF MAINTENANCE AND FACILITY SERVICES

General Duties:

Under the leadership of the Director of Facilities, the Manager of Maintenance and Facility Services directly manages and supervises the day-to-day operations of personnel dedicated to maintaining district facilities. This working management position is one that leads the facilities team and regularly engages in, and completes advanced maintenance of repair projects to HVAC, plumbing, mechanical, software and controls, and other building systems.

Qualifications:

- Certificate, associate's degree, or bachelor's degree in HVAC-related courses (preferred)
- Minimum of five years experience in commercial/industrial heating and cooling (preferred)
- Ability to perform advanced repair and maintenance tasks including servicing chillers, domestic water systems, refrigeration systems, modern condensing boiler systems, access control systems, building management systems (including programming), high and low voltage systems, and energy management systems. Experience testing and commissioning such systems is highly preferred.
- Ability to supervise maintenance and custodial staff including scheduling, problem-solving, developing, recruiting, and ensuring compliance to safety standards and regulations
- Willingness and commitment to include equity, social justice, and inclusion in all practices
- Excellent attendance record
- Ability to work flexible hours including nights and weekends when required
- Ability to contact, schedule, work with, and monitor contractors and service agreements
- Ability to manage budgets for supplies, repairs, and equipment and work with vendors to achieve optimal pricing and value for contracted services
- Ability to inspect building spaces regularly to ensure adherence to safety and security procedures and proper functionality of security infrastructure
- Ability to document and follow through with assigned tasks
- Strong customer service skills while assisting and supporting district staff and community members in the use of school facilities
- Excellent independent work skills which require a minimum amount of supervision
- Organizational and problem solving skills that support the District's mission
- Excellent verbal and written communication skills
- Ability to proficiently use basic technology (email, calendar) and learn advanced technology (building management system, internal control systems, security systems, and other specialty software, etc.)
- Certified Pool Operator (CPO) and Integrated Pest Management (IPM) certification (preferred)
- Ability to lift and carry 50 pounds
- Ability to complete other duties as assigned

Hours: First shift with some evenings and weekends
Location: East Grand Rapids Public Schools
Compensation: 260 day contract with a salary commensurate with experience and qualifications
Start Date: As Mutually Agreed Upon
To Apply: Interested applicants should apply at: <http://www.applitrack.com/kent/onlineapp>
Deadline: Until Filled

East Grand Rapids Public Schools is an equal opportunity educational institution. It is our expressed policy that no person shall be unlawfully excluded from participation, be denied benefits of, or otherwise subjected to discrimination in employment on the basis of race, color, religion, sexual orientation, gender identity or expression, marital status, national origin, sex, age or handicap/disability in its activities or programs as required by Title VI, Title IX and Section 504. Any person believing that the East Grand Rapids Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975, and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Carlye Allen and Jason Hoogenstyn, the local Coordinators at the following address: 2915 Hall Street, Grand Rapids, MI 49506. Phone (616) 235-3535.

Note to New Employees: Pursuant to PA 131, the selected candidate must receive clearance from the Michigan Department of State Police prior to the offer of employment. The candidate is responsible for the background check and drug screen fee.



EAST GRAND RAPIDS PUBLIC SCHOOLS 2024-2025 SCHOOL YEAR

District Profile

East Grand Rapids Public Schools (EGRPS) is located in beautiful West Michigan. Our community surrounds two lakes (Fisk & Reeds), and is only a short distance (2-3 miles) from downtown Grand Rapids and 40 minutes from Lake Michigan.

EGRPS is a mid-size school district with approximately 2,900 K-12 students across three elementary schools, one middle school, and one high school. At the District Office, early childhood education and before- and after-school care are provided to our youngest learners. Due to our size, we pride ourselves on building strong community relationships and being able to know every student by name. East families are active partners in the education of their children and we are honored to be able to serve their children alongside them.

Points of Pride

- District-wide commitment with a focus on supporting the whole child (our Strategic Plan may be found [here](#))
- Long-standing tradition of strong academic excellence
- Strong community and parent support of teachers, faculty, and school programs
- Comprehensive athletic programs (33 sport offerings) and co-curricular programs including K-12 theatre and robotics programs
- International Baccalaureate Diploma Programme
- 13 Advanced Placement courses
- Graduation rate six-year average above 99%
- Continuous engagement and collaboration utilizing staff and student voice in order to inform and improve the quality of our teaching and learning priorities and environment
- Commitment to equity, social justice, and inclusion in all practices
- K-8 implementation of aligned social emotional learning curriculum resources
- Systemic, sustainable, and intentional district-wide implementation of Restorative Practices
- Industry partnerships and internships with local businesses to provide authentic learning that enriches students' experiences
- Partnership with the [East Grand Rapids Schools Foundation](#) which provides over \$555K each year to support, enrich and extend our student and staff learning opportunities
- [Woodcliff Early Childhood Center](#) at our District Office which provides preschool and before and after care
- [School of Choice and Tuition Enrollment Program](#)