



"If you seek a better school, look about you"

201 North 4th Street
L'Anse, Michigan 49946
Phone 906-524-6000 • Fax 906-524-6001

April 8, 2025

ANNOUNCEMENT OF POSITION VACANCY

Position: Custodial, Maintenance & Transportation Supervisor

Job Summary:

Seeking a qualified Custodian, Maintenance & Transportation Supervisor with leadership, supervisory, and administrative skills to implement plans and practices that promote proactive maintenance of facilities and grounds, sustain well maintained facilities and grounds, oversee all aspects of the District's bus transportation operation, ensure safety in all aspects of facilities and transportation, and ensure fiscal responsibility in all aspects of facilities and transportation.

Key Responsibilities:

- Oversee the maintenance, repair, and operation of all school district buildings and grounds.
- Develop and implement preventive maintenance schedules for HVAC, plumbing, electrical, and other systems.
- Develop job descriptions and work schedules for all custodial and maintenance personnel.
- Supervise maintenance and custodial staff, assigning tasks and ensuring work is completed efficiently.
- Develop and provide orientation and initial training of new employees, along with continued training for all current custodial and maintenance personnel
- Develop and implement effective and efficient systems for all custodial and maintenance services, preventative maintenance services, and work orders.
- Works with building administrators and office staff so that proper custodial and maintenance services are provided for all activities
- Responsible for snow removal
- Coordinate with contractors and vendors for repairs, renovations, and inspections.
- Supervises, inspects, and evaluates the work, and certifies satisfactory completions for payment of all contracted facilities and grounds work.
- Ensure compliance with local, state, and federal safety and environmental regulations.
- Maintain an inventory of maintenance supplies and equipment.
- Supervise and coordinate the district's transportation program, including bus routes, scheduling, and driver assignments.
- Ensure district vehicles, including school buses, undergo regular maintenance and inspections.
- Monitor driver certifications, training, and adherence to safety regulations.
- Respond to transportation-related concerns from parents, staff, and community members.
- Work with school administrators to adjust transportation plans as needed.
- As needed, may be assigned to drive a school but on emergency or permanent basis
- Receives and responds to emergency calls after hours and on weekends.

- Participate and assist in school emergency drills.
- Enforce board policies concerning building usage.
- Assume other job-related responsibilities as assigned by the Superintendent

Qualifications:

- High school diploma or GED required; associate's or bachelor's degree in a related field preferred.
- Experience in building maintenance, facility management, or transportation coordination, preferred
- Knowledge of mechanical, electrical, plumbing, and HVAC systems.
- Familiarity with state and federal transportation regulations for K-12 schools.
- Strong leadership, communication, problem-solving skills, and basic technology skills
- Ability to obtain or currently hold a Michigan class B CDL with air brake, passenger and bus endorsements.
- MSBO Facilities and/or Transportation Director certification, or willingness to obtain

Benefits:

- Competitive salary and benefits package
- Health, dental, and vision insurance
- Retirement plan options
- Paid time off and holidays

Start Date: June 2, 2025

Closing Date: April 25, 2025

Application: Send letter of application, resume, transcripts, and references to:

Christopher M. Davidson, *Superintendent*

L'Anse Area Schools

201 N. 4th Street

L'Anse, MI 49946

cdavidson@laschools.us

cc: jhochstein@laschools.us

(906)524-6000 ext. 4



**THE DISTRICT OF L'ANSE AREA SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER
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