

PUBLIC SCHOOLS OF CALUMET–LAURIUM–KEWEENAW

Calumet, Michigan 49913 | Announcement of Position Vacancy

Assistant Facilities Supervisor

Reports to: Assistant Facilities Supervisor **Position:** Full-time, 12 months

Position Summary

CLK Schools is seeking a dependable, hands-on supervisor to assist the Facilities Director with daily building, grounds, maintenance, and custodial operations. This person will organize and oversee assigned staff, perform maintenance and repairs, and follow work through to completion. The successful candidate must take initiative, communicate clearly, and carry out the director's priorities with limited day-to-day prompting.

Primary Responsibilities

- Assign, coordinate, and inspect daily maintenance, grounds, and custodial work under the Facilities Director's direction. Address routine work concerns and report unresolved staffing or performance issues to the director.
- Perform hands-on maintenance and repairs within training and qualifications; identify work requiring qualified contractors.
- Track work orders, establish daily priorities with the director, and keep staff and building administrators informed of progress and completion.
- Inspect facilities regularly, address safety concerns promptly, and maintain repair records and preventive maintenance schedules.
- Assist with monitoring heating, ventilation, plumbing, and other building systems; report malfunctions and coordinate repairs as directed.
- Maintain school vehicles, equipment, grounds, Agassiz Field, and playgrounds; coordinate seasonal grounds work and summer cleaning.
- Monitor supply inventories and order approved equipment and supplies within purchasing limits established by the director.
- Coordinate setup, cleanup, and custodial coverage for school events and building rentals.
- Assist with sewer and septic system maintenance, pest management, asbestos records and inspections, and elevator service through qualified personnel. Complete training and certifications required for assigned duties.
- Coordinate contractor access and work schedules, provide progress updates to the director, and perform other related duties as assigned.

Qualifications and Work Expectations

Demonstrated building maintenance experience and working knowledge of mechanical, electrical, plumbing, masonry, and carpentry work. Experience leading employees or coordinating work crews is preferred. Candidates must demonstrate reliable attendance, sound judgment, respectful communication, and the ability to maintain work records and use basic computer applications.

The regular schedule is eight working hours per day, with start and end times assigned by the Facilities Director. Follow district attendance and timekeeping procedures. Evening, weekend, or emergency work may be required, with scheduling and compensation governed by district employment terms.

Start date: To be determined **Salary:** Competitive salary

Application deadline: October 9th at 3:00 p.m.

Send a letter of application or direct questions to Mr. Joel Asiala, Superintendent, Public Schools of C-L-K, 57070 Mine St., Calumet, MI 49913.

The Public Schools of Calumet, Laurium & Keweenaw are an Equal Opportunity Employer.