



Atlanta Community Schools
10500 County Road 489
Atlanta, MI 49709
989-785-4877

NOTICE OF VACANCY

Internal/External Posting

Facility and Grounds Director

Summary	Are you passionate about making a difference in the lives of the students while immersing yourself in a close-knit community, nestled in the Elk Capital of Michigan. Look no further! Atlanta Community Schools is seeking dedicated educators and staff to join our family in beautiful Northern Michigan.
Why Join the ACS Team	Atlanta, MI is a welcoming rural community, where your contributions will have a direct impact on students, staff, and families. Your work will support not only the daily operations of the school but also the long-term success and growth of our students.
Qualification Requirements	<ol style="list-style-type: none">1. Must be in good physical condition.2. Must have a High School diploma.3. Must have experience in maintenance of facilities.
Essential Duties and Responsibilities	<ul style="list-style-type: none">• Assumes responsibility for the overall direction and management of the school facilities maintenance and operation, grounds, and planning for the future growth under the general direction of the Superintendent.• Supervises custodial staff and conducts frequent inspections to ensure that the quality of cleanliness meets the district's standards.• Responsible for the inventory, ordering and distribution of supplies.• Creates and implements summer cleaning plans.• Develops effective and efficient systems for all custodial and maintenance services, predictive maintenance, preventative maintenance, and emergency maintenance.• Evaluates custodial staff.• Performs a wide variety of skilled maintenance duties related to the school.• Coordinates outside contractors for specialty repairs beyond his/her scope.• Ensures compliance with government health and safety standards; keeps records of all permits, licenses, and inspection reports.• Ensures that yearly required safety inspections are scheduled and conducted.• Oversees third party vendors, i.e. snow removal, landscaping, pest control and alarm systems.• Conducts key control duties.• Sets up/prepares athletic facilities (indoors and outdoors) for athletic competitions; ensuring that courts, fields and the surrounding areas are clean, safe and meet all MHSAA and NFHA standards. This includes lining fields, setting up scoreboard and sound system equipment and ensuring that it is operational.

	<ul style="list-style-type: none"> o Football field o Baseball field o Softball field o Gymnasium o Concession facilities and restrooms o Press box <ul style="list-style-type: none"> ● Cleans athletic facilities and areas after events to ensure that they are ready for school use the next day. ● Responsible for snow removal and salting of all sidewalks to include ensuring that all exit doors are clear of obstructing snow and ice buildup. ● Responds quickly to all emergency problems and be on call 24/7 to meet with vendors, repairmen and or suppliers when necessary. ● Perform other duties as requested by the Superintendent.
Availability	Immediately
Application Deadline	05-23-2025
Method of Application	<p>Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the position to Jodi Reeves at jreeves@atlantaschools.us</p> <p>Applications can be found at atlantaschools.us</p>
Notice of Nondiscrimination	<p>Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Susan Grulke, Atlanta Community Schools, 10500 County road 489, Atlanta, MI 49709</p>