



Mio-AuSable Schools

OPPORTUNITY PROFILE
Maintenance & Custodial
Supervisor





Are you passionate about making a difference in the lives of students while immersing yourself in a close-knit community nestled along the banks of the breathtaking AuSable River? Look no further! Mio-AuSable Schools is seeking dedicated educators and staff to join our family in beautiful northern Michigan.

Here at Mio-AuSable, we pride ourselves on our tight-knit community where everyone knows your name. Our picturesque location alongside the AuSable River offers endless opportunities for outdoor adventures, from kayaking and fishing to hiking and camping, making it an ideal place to live and work for outdoor enthusiasts.

Joining our team means becoming part of a district committed to excellence and growth. Our strategic plan focuses on fostering a supportive and inclusive environment where every student can thrive academically, socially, and emotionally. We prioritize personalized learning experiences, innovative teaching methods, and continuous professional learning to ensure our educators have the tools they need to succeed.

If you are ready to embark on a rewarding journey in education surrounded by natural beauty and a supportive community, Mio-AuSable Schools is the place for you. Come be a part of something special and make a lasting impact on the lives of our students.

Apply now and discover the magic of Mio-AuSable Schools!



Mio-AuSable Schools

Knowledge - Responsibility - Respect

1110 WEST 8TH STREET - MIO, MI 48647 - (989)826-2400 - www.miok12.net

Job Posting

Facilities Maintenance & Custodial Supervisor

Position: Facilities Maintenance & Custodial Supervisor

Location: Mio AuSable School District

Reports to: Superintendent

General Description

Mio AuSable School District is seeking a Facilities Maintenance & Custodial Supervisor. This position is responsible for maintaining school facilities and grounds in a safe, clean, and operational condition, while also supervising the custodial staff. The supervisor will ensure that daily custodial operations and maintenance needs are met, while coordinating repairs, projects, and facility use in support of school programs.

Qualifications

- High school diploma or GED required.
- Valid Driver's License in good standing.
- Previous custodial and/or maintenance experience preferred.
- Ability to perform and oversee maintenance, custodial, and grounds responsibilities.
- Demonstrated reliability, initiative, and ability to work independently.
- Strong interpersonal skills; able to foster positive working relationships with staff, students, and the public.
- Strong attention to detail while being highly organized.
- Experience working hands-on with housekeeping, electrical, plumbing, locks, & handyman activities.
- Ability to manage and prioritize various facilities projects and maintenance vendors for a school facility that requires a high level of attention to safety, security, and cleanliness.
- Must be dedicated and willing to learn the facility, its equipment and facility behavior trends. Must also be willing to learn from other individuals as it relates to the building and its equipment.
- Ability to operate and maintain tools, equipment, and school-owned vehicles safely.
- Ability to work well in a fast-paced school setting.
- Safely operate and maintain/care for various hand and power tools including saws, drills, sanders, welders, snow blowers, leaf blowers, lawn mowers, weed whackers, personal lifts, ladders, school owned vehicles, and electrical equipment.
- Must adhere to policies related to boundaries with students.
- Must accept responsibility for reporting any suspicious and/or inappropriate behaviors and follow mandated abuse reporting requirements.

- Must adhere to job specific abuse risk management responsibilities, such as ensuring unused rooms and closets remain locked; routinely monitors high-risk locations (locker-rooms and bathrooms), etc.
- Knowledge of facility systems (HVAC, boilers, fire alarms, etc.)
- Familiarity with custodial/maintenance scheduling systems or work-order systems
- Budgeting/ordering of supplies
- Compliance with state/federal safety regulations (MIOSHA, for example)
- Respond seriously and confidently to reports of suspicious and inappropriate behaviors.
- Ability to communicate clearly and professionally (verbal and written).
- Basic computer skills (email, Microsoft Word, Outlook).
- Criminal records check, including Livescan fingerprinting, to reveal no felony convictions; also, misconduct check.

Essential Duties & Responsibilities

Supervisory Responsibilities:

- Provide day-to-day supervision of custodial staff, including scheduling, task assignments, and follow-up.
- Ensure custodial staff adhere to cleaning, safety, and security standards.
- Assist in training custodians in safe work practices, equipment use, and proper cleaning procedures.
- Monitor and evaluate custodial performance and report concerns to the Superintendent.

Maintenance and Operations:

- Perform general building maintenance and repairs (plumbing, electrical, carpentry, painting, HVAC, etc.).
- Oversee routine inspections of school facilities and grounds; identify and address maintenance needs.
- Coordinate snow removal, lawn care, and general groundskeeping.
- Support setup/teardown for school and community events.
- Assist and coordinate with outside contractors as needed.
- Respond to emergency maintenance issues in a timely manner.

General:

- Ensure facilities remain safe, clean, and well-maintained to support student learning and school operations.
- Work cooperatively with administration, staff, students, and the public.
- Perform other duties as assigned by the Superintendent.

Physical Demands & Work Environment

- Requires standing, walking, bending, kneeling, climbing, and lifting up to 50 lbs.
- May involve working indoors/outdoors in varying weather conditions and loud environments.

- Must be able to safely operate tools, equipment, and vehicles.

Compensation & Work Schedule

Hours, salary, and working conditions will be determined based upon experience.

Application Process

Please submit the following:

- Cover Letter
- Resume
- Three (3) References

Send materials to:

Mr. Gary Wood, Superintendent
Mio-AuSable School District
1110 West 8th Street
Mio, MI 48647
Email: woodg@mio.k12.mi.us (PDF preferred)

Deadline:

- December 31, 2025 or until the position is filled.

