

HARTLAND CONSOLIDATED SCHOOLS

9525 E. Highland Road
Howell, Michigan 48843

Telephone (810) 626-2100
Fax (810) 626-2101

PLEASE POST
June 5, 2026

POSITION: **OPERATIONS COORDINATOR**

LOCATION: DISTRICT-WIDE

DATES OF POSTING: June 8 – 12, 2026

INTERNAL POSTING: Open to all district employees of Hartland Consolidated Schools

SALARY AND BENEFITS: \$60,000 starting salary.
Benefits consistent with Board Policy 1410.01

START DATE: July 1, 2026

APPLY TO: Assistant Superintendent Kate Gregory via email at
kategregory@hartlandschools.us

**SUMMARY AND
JOB DESCRIPTION:** See attached for additional assignment information.

Operations Coordinator

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of race, color, national origin, gender (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, ancestry, genetic information or any other legally protected category, (collectively, "protected classes"), be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

HARTLAND CONSOLIDATED SCHOOLS

JOB TITLE: Operations Coordinator

REPORTS TO: Director of Operations

SALARY AND BENEFITS: \$60,000 to start. Benefits consistent with Policy 1410.01

SUMMARY:

The Operations Coordinator assists the Director of Operations in guiding the daily routine of the maintenance and custodial departments to ensure safe and efficient building maintenance. The Operations Coordinator handles the upkeep of buildings and grounds in support of the school district's instructional and activity programs for students. This position requires strong proven abilities in organization, leadership and human relationships.

EDUCATION AND/OR EXPERIENCE:

- High School diploma.
- General understanding of terms, procedures, and maintenance of district facilities and grounds.
- Hold or be able to obtain a valid Class B CDL with Passenger, School Bus and Air Break endorsement, within one year.
- Able to multitask, prioritize, and manage time efficiently.
- Excellent interpersonal skills including verbal and written communication skills.
- Self-motivated, dependable, and self-directed individual.
- Successful state and federal background check in accordance with state law.
- Demonstrates a strong work ethic while prioritizing, problem –solving, taking initiative, working on tight deadlines, and making potentially difficult recommendations and/or decisions.

FUNCTIONS AND RESPONSIBILITIES:

- Monitors daily operations to ensure that work is performed efficiently and in accordance with appropriate regulations, policies, procedures, and guidelines.
- Fill in for the Director of Operations when needed.
- Work effectively with district staff and representatives of a variety of public agencies, community groups, and private industry.
- Performs routine building/site inspections and communicates needs to various groups (custodial, grounds, athletics, etc.).
- Establish work schedules, monitor work crews and work to completion.
- Oversee daily building cleaning by contracted custodial services, answering to building administration.
- Make recommendations on necessary maintenance needs and improvements to facilities and grounds with recommendations from building administration, community education, and the athletic director.
- Work directly with the Director of Operations on projects, reports, and long-range planning.
- Order maintenance supplies for the district, for all buildings
- Generate purchase orders for supplies, equipment and services.
- Able to handle and monitor budget and credit card statements.
- Processes weekly payroll and monitor employee absences.
- Coordinates and assists with the district maintenance program, work order system, safety programs (asbestos, radon, pesticides, herbicides, drinking water, etc.), drug and alcohol testing, employee and staff development.
- Meet regularly with the Director of Operations to provide information on operational issues.
- Drive to various sites to conduct work; respond when necessary to protect district assets (will include weekends, evenings, holidays, etc.).
- Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

- Ability to stand, walk, and sit frequently or for prolonged periods.
- Additional physical abilities include lifting/climbing ladders and stairs, carrying/pushing/pulling, stooping/crouching, reaching/handling/fingering, talking/hearing conversations, and near/far visual acuity/depth perception/color vision/field of vision.
- May be required to lift 60 lbs. and work in an environment with exposure to petroleum fumes and work outside.
- Currently required to work flexible hours including early morning, late afternoons and weekends in coordination with the Director of Operations schedule.