

HARTLAND CONSOLIDATED SCHOOLS

Chuck Hughes, Superintendent

9525 E. Highland Road
Howell, Michigan 48843



Telephone (810) 626-2100

Date: April 21, 2026

An administrative position is available for the 2026-27 school year (**or earlier**) with the Hartland Consolidated Schools. Outlined below is basic information regarding this position. See attached job description for additional information.

JOB TITLE: Director of Operations

QUALIFICATIONS:

- High school diploma or GED with a bachelor's or master's degree in facilities management, engineering, construction management, or a related field preferred. Equivalent experience may be considered.
- 3+ years in building maintenance, operations, custodial, or skilled trades preferred.
- Experience with capital planning, safety compliance, and/or operational budgeting.
- Certifications: Facilities director (CFD), operations director (COD), pool operator (CPO) and/or HVAC certifications highly valued.
- Valid CDL preferred (see job description if CDL not currently held).

Starting Base Salary - \$99,389 to \$111,279 (depending on experience)

Interested people who are certified and qualified must send a resume, letter of application including three letters of recommendation, and copies of appropriate credentials to:

Chuck Hughes
Superintendent
Hartland Consolidated Schools
9525 Highland Road
Howell, MI 48843

Or by email: chuckhughes@hartlandschools.us

DEADLINE TO APPLY IS: May 18, 2026 by 3:00 p.m.

It is the policy of Hartland Consolidated Schools that no person shall, on the basis of gender, race, color, religion, age, marital status, national origin, weight, height, disability, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subject to discrimination in employment or any of its programs or activities.

Director of Operations Job Description
Hartland Consolidated Schools
2025-26 Update

Length of Employment: 52 Weeks

Employment Conditions: Outlined in Board Policy 1410.01

Starting Base Salary: \$99,389 to \$111,279 (depending on experience)

Qualifications:

- **Education:** High school diploma or GED with a bachelor's or master's degree preferred in facilities management, engineering, construction management, or a related field. Equivalent experience may be considered.
- **Experience:** 3+ years in building maintenance, operations, custodial, or skilled trades (plumbing, electrical) is preferred and able to demonstrate expertise in capital planning, construction management, safety compliance, and/or operational budgeting.
- **Technical Skills:** Knowledge of HVAC, basic electrical, plumbing, and carpentry, as well as experience with master facility planning is preferred.
- **Background/License:** Valid driver's license (CDL preferred) and successfully passing a criminal background check/fingerprinting and drug test.
- **Certifications:** MSBO Facilities Director (CFD), Operations Director (COD) Certified Pool Operator (CPO) and/or HVAC certifications are highly valued.
- **Communication:** Strong communication skills with the ability to present operational data and recommendations clearly to boards, executives, and community stakeholders.

Reports To: Superintendent (CFO for Budgeting Purposes)

Summary:

The Director of Operations serves as a key advisor to district leadership, translating organizational priorities into coordinated operational strategy and execution. This position is responsible for long-range facilities and capital planning, operational budgeting, safety and regulatory compliance, risk mitigation, and continuous improvement efforts to ensure district operations equitably support instructional programming and organizational effectiveness across the continuum.

This role advances the district's mission of reason, respect, and responsibility by fostering a culture of operational excellence, stewardship, safety, and service to students, staff, families, and community partners.

Duties and Responsibilities:

- Provides oversight for facility maintenance, utility, and custodial staff.
- Develops, implements, and monitors policies, procedures and/or actions related to maintenance and custodial services.

- Oversight of personnel functions such as interviews, evaluation, supervision, discipline, training, etc. for maintenance, utility, and custodians.
- Directs work of supervisors in maintenance and custodial staff.
- Effectively and expeditiously completes repairs in accordance with policy and best practice maintenance and operations goals.
- Stays current on needs regarding materials, supplies, staffing, etc.
- Provides appropriate training for maintenance, utility, and custodians regarding new procedures, legal requirements, and equipment.
- Monitors and minimizes energy consumption, water pollution, asbestos exposure, pesticide exposure, herbicide exposure, etc.
- Utilizes and trains district staff on the use of the work-order tracking system.
- Routinely inspects schools and facilities.
- Routinely conducts safety inspections on equipment and facilities.
- Routinely inspects safe working habits of staff.
- Ensures compliance with Local, State, and Federal requirements and maintains records related to compliance.
- Works with the CFO to establish an annual budget and priorities including a strategic plan for addressing needs.
- Maintains accurate inventory of mechanical equipment, as well as maintenance schedules for these items.
- Supports employees when necessary and disciplines with grace.
- Maintain strong motivation and inspirational qualities that influence positive relationships and effective work ethic (building a positive culture of respect).
- Have a clear knowledge of school building codes, HVAC, preventative maintenance and policy.
- Capable of learning and effectively utilizing hardware and software monitoring systems.
- Ability to speak to audiences and develop effective presentations.
- Communicate effectively via in-person, phone, video, email, text, etc. with all stakeholders and vendors. This includes effectively communicating reports and documents.
- Responds to all phone, email, text, etc. communications within 24 hours.
- Ability to delegate assignments to ensure that priorities are given adequate attention (encourages subordinates to make decisions and complete their responsibilities with little to no supervision required, building leadership capacity).
- Ability to recognize when something is unknown and engaging in follow-up.
- Ability to read blueprints and construction-related engineering documents.
- Ability to identify knowledge gaps and proactively seek internal and external sources to develop effective solutions.
- Must have the ability to walk, stand, use hands and fingers to handle tools and controls, kneel, sit, reach high places, climb ladders, twist neck and trunk, etc. to perform the job duties.
- Ability to lift at least 60 pounds such as buckets, sacks, etc.
- Has the ability to drive a district vehicle and all available equipment.

- If a CDL is not held by the candidate when hired, the candidate will have one year from the date of hire to acquire the CDL allowing them to drive a bus and heavy equipment.
- Facility management of roughly 1,300,000 square feet of indoor space.
- Perform all other duties assigned.