

North Central Area Schools

P. O. Box 159 | W5465 East Third Street, Hermansville, MI 49847

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Dr. Travis Depuydt, Ed.D., Superintendent/K-5 Principal
Donny Bianco, 6-12 Principal
Amanda Norkoli, Dir. of Online Learning/At-Risk Coord.

Wendy Granquist, Business Manager
Lisa Harry, School Counselor

July 31, 2025

Notice of Vacancy

North Central Area Schools is seeking applicants for the position of: **Custodial/Maintenance Working Supervisor** to oversee the day-to-day operations of the custodial and maintenance departments. This position plays a vital role in ensuring that all district facilities are safe, clean, and well-maintained for students, staff, and the community.

Primary Responsibilities

- Coordinate custodial staff schedules to ensure adequate coverage for all district facilities.
- Order and maintain inventory of cleaning materials, maintenance supplies, and equipment.
- Find and schedule substitute custodial staff as needed.
- Assist custodial staff in daily cleaning and maintenance tasks when necessary.
- Oversee and perform maintenance on the district's lighting, plumbing, HVAC, and electrical systems.
- Conduct general maintenance and repairs to ensure buildings remain in excellent condition.
- Perform seasonal tasks including grass cutting, landscaping, and snow removal to maintain safe and accessible grounds.
- Conduct regular water testing to ensure safety and compliance with state and federal regulations.
- Communicate effectively with administration regarding maintenance needs, safety concerns, and project updates.

Required Qualifications:

- Previous experience in maintenance and a strong understanding of building upkeep.
- Ability to perform repairs and maintenance on various building systems (plumbing, HVAC, electrical, etc.).
- Strong organizational and communication skills.

Preferred Qualifications:

- Supervisory or management experience in a custodial or maintenance setting.
- CDL with bus driving endorsement or willingness to obtain one (training assistance available).

Compensation and Benefits:

- Competitive salary, commensurate with experience
- Comprehensive benefits package including health, dental, and retirement
- Professional development and training opportunities

Interested individuals should send a letter of application, resume, transcripts, and references to
North Central Area Schools, PO Box 159, Hermansville, MI 49847, Attn: Dr. Travis Depuydt, Superintendent
or by email: tdepuydt@ncajets.org

Application deadline: Until Filled