

Job Posting: Director of Maintenance and Operations

District: [St. John-Hudson USD #350](#)

Location: St. John, Kansas (Stafford County)

Position Type: Full-Time, 12-Month (Classified)

Salary/Benefits: Competitive wage based on experience. Offers an excellent benefits package, including a **full single health insurance premium** for the Blue Cross Blue Shield lowest-deductible plan.

About USD 350

[St. John-Hudson USD #350](#) operates a clean, single-campus facility in south-central Kansas. Our district values excellence, innovation, and a safe learning environment for approximately 350 students across our elementary and junior/senior high schools. We are seeking a dedicated professional to lead our facility maintenance and custodial operations.

Position Overview

The **Director of Maintenance and Operations** plays a vital role in ensuring a safe, clean, operational, and welcoming educational facility. This working supervisor manages day-to-day facilities operations, performs preventative maintenance, and oversees the custodial team to support the health, comfort, and safety of our students and staff.

Essential Duties & Responsibilities

- **Facilities Leadership:** Supervise, train, schedule, and evaluate custodial staff to maintain clean and well-kept buildings.
- **Preventative Maintenance:** Schedule and perform routine preventative maintenance across the campus infrastructure.
- **HVAC & System Monitoring:** Regulate heating, ventilation, and air-conditioning systems to maximize comfort while ensuring economical utility usage.
- **General Repair Work:** Handle minor carpentry, plumbing, mechanical, and electrical repairs as needed. Coordinate with external contractors for major systems overhauls.
- **Grounds & Operations:** Coordinate with grounds and seasonal staff for campus upkeep. Oversee setup execution for school athletics, board events, and community activities.
- **Safety & Compliance:** Monitor facility safety conditions and keep inventory records of parts, chemicals, and mechanical tools.

Qualifications

- **Education/Experience:** High school diploma or equivalent required. Proven experience in commercial building maintenance, mechanical systems (HVAC, plumbing, electrical), or facility operations is highly preferred.

- **Leadership Skills:** Ability to direct, support, and schedule a small custodial team effectively.
- **Physical Capability:** Willingness to perform physical labor, including heavy lifting, operating machinery, and climbing ladders.
- **Clearances:** Must pass a background check and drug screening.

How to Apply

Interested applicants should submit a **Non-certified & Classified application** form, available directly on the [USD 350 Employment Portal](#).

Applications or questions may be directed to:

- **District Office:** (620) 549-3564
- **Address:** 505 North Broadway, St. John, KS 67576
- **Superintendent:** Dr. Jana Hare (superintendent@usd350.com)

St. John-Hudson USD 350 is an equal opportunity provider.