



Wellington-Napoleon R-IX

800 Hwy. 131
Wellington, Missouri 64097
Phone: (816)240-2621
Fax: (816)857-7030
wntigers.net

Dr. Brad Briscoe
Superintendent

Justin Mefferd
MS/HS Principal

James Evans
Ele. Principal

Bill Hughes
MS/HS AP/AD

Aileen Hephner
Director of Special Services



CLICK TO APPLY

Description: The Wellington-Napoleon R-IX School District is seeking a Director of Maintenance.

Opening Date: July 24, 2023

Position: Maintenance Director

Employment Date: August 2023

Location: Districtwide

Summary: The Wellington-Napoleon R-IX school district is seeking a full-time (12 month) maintenance director. A qualified applicant will have experience and knowledge working with items including, but not limited to, plumbing, electrical, HVAC, lawn and landscape maintenance, building operations, building maintenance, cleaning supplies and an overall mechanical knowledge. In addition to the above mentioned skills, leadership experience is preferred, as this position supervises others within the maintenance/custodial department. The position will be open until filled, with a desire to have someone train under our current director this August. Please contact Elaine Burnett at the WN R-IX central office at (816-240-2621) or eburnett@wntigers.net if you have additional questions regarding the position.

Essential Duties and Responsibilities:

- Oversee the maintenance, repair and renovation of the school buildings, grounds, and equipment.
- Direct, coordinate, and oversee the maintenance program.
- Assist the principal in planning and supervising the work of the custodians.
- Work with the Building Principal concerning the appointment, transfer, and dismissal of custodial staff.
- Purchase all maintenance and custodial equipment, parts, materials and supplies that have been allotted in the operating budget.
- File all reports requested by the Superintendent and/or the Board.
- Make a recommendation to the Superintendent on the appointment, transfer, or dismissal of maintenance personnel, and evaluate their job performance.
- Develop a list of maintenance projects to be completed each year.
- Secure substitute custodians whenever any of the regular custodians need to be absent.
- Serve as the safety coordinator for the district.
- Develop and implement a preventive maintenance plan for the district.
- Oversee and implement the district policy on energy conservation in all buildings.
- Perform other responsibilities as assigned by the Superintendent.



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Salary: \$40,000-\$55,000: Negotiable based upon experience.

Certification: High school diploma, GED, or equivalent preferred. General trades knowledge helpful.

Requirements: Previous Maintenance And Supervisory Experience Required

Physical Requirements: Using power equipment to buff and restore floors and shampoo carpets; dusting, mopping, vacuuming, emptying trash and cleaning restrooms; performing routine maintenance to custodial equipment; frequent interruptions, changing priorities, heavy duty lifting, and occasional work in inclement weather; exposure to cleaning agents, potential electrical hazards, and various types of cleaning equipment. Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Considerable physical activity. Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 50 pounds. Physical work is a primary part (more than 70%) of the job. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Term of Position: 12 months, Full Time with benefits

Closing Date: Until Filled

Apply To: Dr. Brad Briscoe, Superintendent Of Schools,
800 Hwy. 131, Wellington, MO 64097

Application can be accessed by clicking on the following link [Classified Application](#), or picked up in the WN Central Office. Completed applications will also need to include the following items.

1. Resume
2. Cover Letter
3. Letters of Recommendation
4. Applicable Certifications or Endorsements.

**Applications may be submitted by email to eburnett@wntigers.net, mailed to WN R-IX, 800 Hwy. 131, Wellington, MO 64097, or dropped off in person at the WN R-IX Central Office.