



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

Operations Supervisor

JOB SUMMARY:

Overseeing the scheduling and assignment of work orders, setting mowing and field maintenance schedules, and filling in for the Facilities Director as needed.

QUALIFICATIONS:

1. High school diploma or equivalent (Associate's degree in Facilities Management or related field preferred).
2. Experience with the work order system - School Dude
3. Knowledge of landscaping, grounds maintenance, and general building systems.
4. Strong organizational skills with the ability to prioritize tasks.
5. Excellent communication and interpersonal skills.
6. Ability to step into the Facilities Director role as needed.
7. Ability to manage time effectively and work independently.
8. Knowledge of safety protocols and ability to enforce them.
9. Valid driver's license and reliable transportation.

REPORTS TO:

Facilities Director

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Work Order Management: Assign and track work orders for maintenance, repairs, and other operational needs across district facilities.
2. Mowing and Field Maintenance: Set schedules for regular mowing and field maintenance, ensuring all outdoor spaces are well-maintained for school activities and events.

Initial & Date _____

3. Facilities Supervision: Step in as the Facilities Director when needed, assisting with operational oversight, emergency management, and facility coordination.
4. Team Coordination: Oversee maintenance staff, ensuring efficient execution of tasks and adherence to schedules.
5. Budget and Resource Management: Help track inventory and supplies, ensuring that resources are available for maintenance tasks.
6. Safety Compliance: Ensure all work is completed in compliance with safety standards and district policies. Provide annual OSHA training.
7. Collaboration: Work closely with the Facilities Director, other staff members, and contractors to support the district's operational needs.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the District at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____

