

LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

TITLE: District Supervisor of Buildings

HOURS: Monday- Friday, 2:30 P.M. -10:30 P.M.

EMPLOYMENT

STATUS: Full-Time, At-Will, FLSA Non-Exempt

REPORTS TO: Director of Facilities Management

POSITION OBJECTIVES:

The job of the District Supervisor of Buildings is to provide and maintain attractive, sanitary, and safe facilities for students, staff, and the public. The District Supervisor must also be able to organize work schedules and meetings, classroom activities, and event setups. Furthermore, the District Supervisor must ensure that assignments are completed in a safe and timely manner, oversee and support all school functions and activities by providing assistance, coordinating events, and supporting assigned custodians in the performance of their duties throughout all District 205 facilities.

QUALIFICATIONS:

- A high school diploma or equivalent is required.
- At least three years of experience as a Custodial Supervisor.
- Extensive training in custodial best practices.
- Extensive knowledge of managing custodians, student workers, and substitute custodial workers. Knowledge of best practice cleaning procedures, equipment, and supplies.
- Extensive knowledge of high school building operations and safety requirements.
- Ability to multitask and give direction and guidance to the two building foremen who work at other buildings or on other shifts.

SKILLS:

Required skills include:

- Planning and organizing, strong oral and written communication skills, and the ability to train new employees.
- The ability to create, implement, and manage a detailed summer cleaning schedule for three different shifts.
- The ability to develop knowledge of, respect for, and skills to engage with a diverse workforce.
- The ability to use computer software programs to monitor hygiene and keep track of building objectives.

JOB DESCRIPTION:

The District Supervisor of Buildings works directly with the District Manager of Buildings and assists him in the day-to-day operations of the entire district. The District Supervisor manages a staff of twenty-five (25) full-time custodians, fifteen (15) student workers over the summer months, and the substitute custodial staff. The District Supervisor is responsible for the entire district cleaning program across all buildings and campuses, directs the day-to-day operations of the custodial department, and is responsible for setting up all district events. The District Supervisor creates, manages, and assigns work orders, and regularly inspects each custodial run at all buildings.

The District Supervisor of Buildings is required to train all new employees on proper cleaning procedures and best practices, train existing staff on methods/procedures and use of equipment while modeling and teaching each employee the proper way to clean and disinfect a classroom, and assist in the hiring process of full-time custodians, substitutes, and student workers. The District Supervisor is also responsible for ordering, evaluating, and recommending products and equipment to the Director of Facilities Management.

Supervisory skills such as planning and organizing, strong oral and written communication skills, and the ability to train new employees are required. The ability to create, implement, and manage a detailed summer cleaning schedule for three different shifts is required. The ability to develop knowledge of, respect for, and skills for engaging with those from other cultures or backgrounds is required. The ability to use software to monitor hygiene and track building objectives is required.

Most importantly, the District Supervisor of Buildings will uphold and embrace the “[Porter Professionalism](#)” mindset of being positive, collaborative, and being an accountable member of a winning team.

DUTIES:

Overall:

Provide Custodial Services and Support to all of District 205 Buildings:

- | | |
|------------------------------------|-----------------|
| 1. East Campus | 525,000 sq. ft. |
| 2. Central Campus | 225,000 sq. ft. |
| 3. District Office and Locker Room | 12,000 sq. ft. |
| 4. Transportation Building | 7,000 sq. ft. |
| 5. Baseball/Softball Locker Room | 2,200 sq. ft. |
| 6. Soccer Locker Room | 1,200 sq. ft. |

Current Staff at Each Campus:

- East Campus
 - Two (2) Custodians 1st Shift
 - Twelve (12) Custodians 2nd Shift
 - Five (5) Custodians 3rd Shift
- Central Campus
 - Two (2) Custodians 1st Shift
 - Six (6) Custodians 2nd Shift

SPECIFIC DUTIES:

1. Provide both Custodial Foremen with daily facility usage/ information pertaining to that specific shift, including setups and work orders. Communicate daily with both Foremen.
2. Coordinate daily setup and sanitation needs of the district's Athletics Department, Community Wellness Center, Auditorium Theater, Building Administration, and outside rental programs.
3. Ensure and monitor proper egress during events
4. Assist with making positive impressions on other schools and the public that come into our building
5. Coordinate with custodial staff at all locations on set up and sanitation needs of the district.
6. Monitor daily attendance, vacation, personal leave, absences, etc. of custodial personnel and communicate leaves with foremen positions.
7. Monitor time cards/provide new time cards bi-weekly. Payroll.
8. Monitor, track, and assign overtime hours with custodial personnel as the need arises.
9. Provide substitute custodian as needed.
10. Provide/monitor supplies for all custodial personnel and events.
11. Provide/monitor supplies for transportation disinfection programs of buses.
12. Provide/monitor supplies for all extraneous buildings.
13. Monitor and track custodial personnel performance routinely using software.
- 14 . Routinely inspect and monitor district high-touch point surfaces, including testing and tracking district buses, using ATP testing technology and software to ensure adequate disinfection.
15. Follow all cleaning standards set by the International Cleaning Industry (ISSA)
16. Work with the Director of Facilities and Management to create and fulfill department goals.
17. Coordinate department budget set by the Director of Facilities and Management.
18. Communicate and coordinate needs and events with District Building Manager/Grounds Supervisors.
19. Provide custodial and maintenance personnel with opportunities for professional development and certification training sessions.
20. Evaluate custodial personnel and report any maintenance personnel issues to District Building Manager.

21. Utilize established cutting-edge cleaning and maintenance technology and continue to research progressive methods to improve operations and efficiencies.
22. Work closely with district special programs including student programs, Community Service Programs, and other facilities transition work programs with Lockport Academy and Special Education staff.
23. Evaluate and adjust job descriptions as required and review with the Director of Facilities Management.
24. Coordinate deep cleaning and maintenance of all District 205 facilities in the summer.
25. Work with outside vendors to find the best quality products for less cost.
26. Work with building security to ensure all facilities are adequately secure, including through evening events.
27. In the event of a severe weather event or other danger during after-school hours, work with administration to inform attendees within the facilities and assist them to sheltered areas.
28. Create a positive working environment for all staff while modeling proper methods and professionalism.
29. Evaluate the physical environment weekly for safety issues, cosmetic issues, or any maintenance or custodial issues that need to be addressed.
30. Coordinate with the Director of Facilities and District Manager of Buildings on short- and long-term goals, needs, and assessments of physical condition of all district buildings.
31. On an annual basis, evaluate each custodial run to ensure that each custodial personnel has an equitable amount of work.
31. Perform all other duties as assigned by the Director of Facilities Management.

EVALUATION: Performance of this job will be evaluated yearly by the Superintendent or designee in accordance with provisions of the Board of Education policy.

BA 08/25/2026