



Rock Island-Milan School District 41

**JOB DESCRIPTION**

**Building Operations Supervisor (BOS) – Night Shift**

**POSITION INFORMATION:**

<b>POSITION TITLE</b>	Building Operations Supervisor (BOS)
<b>DEPARTMENT</b>	Operations & Maintenance Department
<b>DATE CREATED/AMENDED</b>	May 2026
<b>LOCATION</b>	Administration Building
<b>FULL-TIME/PART-TIME</b>	Full-Time (2:00 p.m. - 10:30 p.m.)
<b>APPOINTMENT TERM</b>	260 Days
<b>FLSA: EXEMPT</b>	Exempt
<b>REPORTS TO:</b>	Director of Building Operations
<b>SALARY</b>	Range \$65,211 - \$77,967

**POSITION SUMMARY INFORMATION:**

*Under general supervision of the Director of Building Operations, the BOS supervises a staff of 40-50 custodians assigned to clean the interior, grounds, and surrounding for the school buildings (15) within the RIMSD #41. The BOS will also be responsible for the supervision of specific programs/projects, an inspection of buildings, equipment, and the completion of work assignments as well as checking and verifying time records and maintaining an awareness of potential problems. Provides support to the Director of Building Operations on a variety of specified tasks.*

**Functions and Responsibilities:**

- Assists the Director of Building Operations in assigning schedules, supervising, and participating in the work of a small group of custodians and maintenance engaged in performing a variety of tasks in buildings and surrounding areas at the various sites.
- Inspects and ensures completion of work assignments (buildings, grounds & equipment) according to specified schedules; checks and verifies time records. Reports/requisitions



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of unsightly repairs needed to remedy improper or unsafe conditions, and respond to emergencies and complaints.

- Requests requisitions and maintains an inventory of supplies and equipment; maintains records of users manually or by using computer systems.
- Coordinates, schedules and supervises custodial operations to prepare for events.
  - Maintains standards of work performance and replaces absent custodians when necessary; applies departmental or School District policies and procedures related to supervision of employees.
- Attends training and seminars on safety issues and trains custodial staff in the proper use of chemicals, tools, equipment, and other safety and security procedures.
- Responds to routine complaints.
- Under the guidance of the (BOM) evaluates, counsels, and initiates performance appraisals and/or disciplinary actions.
- Assists the BOM in arranging and managing major construction/maintenance projects.
- Arranges furniture, fixtures, and equipment in rooms for meetings or display purposes.

#### **Required Education:**

- Associates degree or a combination of education, experience, and/or training

#### **Certifications, Licenses:**

N/A

#### **Required Experience/Qualifications:**

- 4 or more years of verifiable experience as a custodian or similar position
- 2 or more years of supervisory experience in a related field
- Experience working with unions or union environment
- Experience with the fundamentals of grounds keeping and the appropriate equipment

#### **Required Knowledge, Skills, and/or Abilities:**

- Knowledge of janitorial methods and procedures, materials, chemicals, disinfectants, and equipment used in cleaning large public buildings and surrounding areas.
- Understands and utilizes safety practices, rules, laws including OSHA
- Able to identify and solve problems
- Able to communicate both orally and written
- Develop and maintain effective working relationships
- Demonstrates the ability to manage complex matters with



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professionalism, discretion, and diplomacy.

- Ability to work with people of diverse, cultural, and ethnic backgrounds

**Preferred Qualifications:**

Experience working in a School District or other Educational environments

**Physical Demands/Work Environment:**

The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The employee must frequently lift and/or move up to 100 pounds The job is performed under minimal temperature variations and is generally a hazard free environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acknowledgements:**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other directives, and perform any other related duties as assigned by the Superintendent.

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Supervisor Signature

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Date

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Employee Signature

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Date