

**Facilities Supervisor  
College of Lake County**

Direct Link: <https://www.AcademicKeys.com/r?job=263769>

Downloaded On: Oct. 10, 2025 5:54pm

Posted Oct. 10, 2025, set to expire Feb. 5, 2026

**Job Title** Facilities Supervisor  
**Department** Facilities Administration Department (Mahsa Karamy)  
**Institution** College of Lake County  
Grayslake, Illinois

**Date Posted** Oct. 10, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

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**Job Description**

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**Facilities Supervisor  
College of Lake County**

**Full Time  
REQ-00000582**

**Why choose the College of Lake County for your next opportunity?**

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**The College of Lake County (CLC)** offers a competitive salary, excellent benefits that includes Blue Cross Blue Shield of Illinois health, Delta Dental and Superior Vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, a compressed work week in the summer (Closed Fridays!), generous vacation, sick and personal time off and 14 paid holidays each year. Some benefits will not be available for part-time or part-time under 20 hours employees (ex: health insurance).

**Position Title:**

Facilities Supervisor

**Department:**

Facilities Administration Department (Mahsa Karamy)

**Position Type:**

Staff

**Job Family:**

Specialist

**Job Summary:**

Under the administrative supervision of the Director of Facilities, the LSC Supervisor exercises

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independent judgment in carrying out the responsibilities of the position. Plans, supervises, coordinates, and controls the installation, repair, and maintenance of building functions, including electrical, HVAC, mechanical, custodial, and campus safety at the Lakeshore Campus, in addition to supervising and monitoring custodians in a three-shift operation assigned to the Lakeshore Campus. Develops departmental goals, administers budget line items, and completes staff performance evaluations.

CLC offers a competitive salary, excellent benefits that currently includes BlueCross/BlueShield of Illinois health, Delta dental and Superior vision insurance plans, tuition support for employees and qualified family members, three retirement plans, disability, group and supplemental life insurance, health and dependent care flexible spending account plans, flexible work week in the summer (Fridays off!), generous vacation, sick and personal time off and 14 paid holidays each year.

The College of Lake County (CLC) is a comprehensive community college located in northeastern Illinois committed to being an innovative educational institution providing life-changing paths for our students by offering exceptional learning experiences.

**Posting Date:**

09/23/2025

**Expected Start Date:**

10/27/2025

**Compensation Grade:**

C42

**Full-Time/Part-Time:**

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Full time

**Location:**

Lakeshore Campus

**Total Hours Per Week:**

40

**Job Description:**

**Leadership and Personnel Management: 60%**

- Coordinates work between HVAC staff, Maintenance staff, Custodial staff, campus managers, and outside contractors.
- Supervises assigned staff on multiple shifts, including maintenance, custodial, and contractors. Coordinates with Grayslake Campus Supervisors & Leads as needed to ensure the timely completion of repairs and maintenance on campus equipment and building functions, including the assurance of proper staffing levels and proactive planning for staff paid time off. Ensures timely handling of all emergencies, complex, and/or major repairs of the College at the Lakeshore Campus.

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- Manages and administers the College's work order system. Writes and receives work orders; plans, supervises, and monitors the work of all staff. Schedules custodial staff and operations during college closings and class breaks to ensure coverage, assist in snow removal, and permit nightshift relief.
- Interviews and recommends staff for hire. Monitors staff performance and completes performance evaluations. Fosters a productive working environment. Maintains knowledge of the union contract in order to ensure compliance. Upholds the collective bargaining agreement addressing disciplinary action items in a fair, consistent, timely, and proactive manner. Identifies staff training needs and facilitates the delivery of training. Trains staff in procedures and safe usage of equipment.
- Maintains an accurate record of attendance & ensures employee time sheets are correctly recorded prior to submission to the Payroll Department. Managing overtime and call back pay as needed, noting specifics as justification for the expenditure.
- Works with campus leadership to coordinate essential support at special events, banquets, department moves, and campus projects.

**Department Operations, Procedures, and Budget Management: 35%**

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- Establishes and maintains appropriate inventory levels of all facility, maintenance, and custodial supplies. Analyzes and prepares a report for any variances or inventory shrinkage. Coordinates with the Manager, Environmental Health & Safety, for any MSDS updates.
- Inspects buildings and related equipment and provides input for maintenance of equipment. Develops and implements a system to ensure the proper level of cleanliness in assigned areas.
- Assists in the development of the Lakeshore Campus facilities budget line items. Administers budget line items, including supplies, labor/staffing costs, including overtime, training, and other expenses, in order to meet budget targets. Analyzes the variance between actual and budget on a monthly basis, identifies any necessary corrective actions, and implements and monitors the results.
- Coordinate activities of pest control, refuse, and recycling collection as instructed by the Director, Facilities. Supports the College's Sustainability initiatives.
- Recommends and carries out annual departmental goals in coordination with the Director, Facilities, and Executive Director, Business Operations. Tracks and prepares quarterly report of progress toward annual goal attainment.

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- Ensures collection and proper disposal of chemical and bio-hazard waste.
- Enforces College Safety standards and OSHA standards. Assists in investigations of safety incidents. Identifies the root cause of the incident and implements appropriate corrective actions.

**Other 5%**

- Serves on the Lakeshore Campus Operations Team and college committees as appropriate.
- Performs other related duties as assigned by Facilities and Business Operations leadership.

**Required Qualification(s)**

- Associate degree OR a high school diploma, with an equivalent combination of college coursework, specialized training, and progressively responsible experience.
- Five (5) years' work experience in general building maintenance services.

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- Two (2) years of supervisory experience.
- Valid driver's license with a clean driving record.
- Experience to include general maintenance, including electrical, plumbing, and HVAC, including troubleshooting and control systems.
- Ability to communicate effectively with varying levels of staff and external agencies and the ability to work effectively with individuals and teams from diverse backgrounds and professional responsibilities.
- Working knowledge of inspection procedures and state/local building codes as related to HVAC, electrical, plumbing, and carpentry.
- Ability to read and interpret technical manuals about facilities and equipment installed and serviced.
- Computer proficiency, including beginner/intermediate Word skills and intermediate Excel skills.
- Working knowledge of inspection procedures and OSHA standards.
- Prior budget line-item responsibility.
- Excellent written and verbal communication skills are required, including strong interpersonal and project management skills.
- Solid analytical skills, strong attention to detail, and excellent organizational skills with the ability to plan, work on multiple projects simultaneously, and prioritize work.
- Ability to influence, lead, motivate, and develop staff.



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**Desired Qualification(s)**

- Bachelor's degree.
- Stationary Engineer License.
- OSHA training
- and/or certification preferred.
- Experience supervising in a union environment preferred.
- Bilingual in Spanish and English.

**Core Hours:** 8:00 a.m. - 4:30 p.m., Monday through Friday. Weekends, early mornings, and nights as necessary.

**Salary:** \$67,250. The salary is competitive for this role and not subject to negotiation.

**EEO Statement**

College of Lake County is an Equal Opportunity Employer with a policy of non-discrimination. Qualified applicants are considered without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability and genetic information (including family medical history).

**To apply, visit** [https://clc.wd5.myworkdayjobs.com/en-US/External/job/Lakeshore-Campus/Facilities-Supervisor\\_REQ-00000582](https://clc.wd5.myworkdayjobs.com/en-US/External/job/Lakeshore-Campus/Facilities-Supervisor_REQ-00000582)

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Facilities Administration Department (Mahsa Karamy)  
College of Lake County

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