



Position Profile
Assistant Director of Facilities



<https://www.clcillinois.edu/>



<https://www.paulygroup.com/>

College Overview

College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves in northeastern Illinois. Offered at three campuses in Grayslake, Vernon Hills and Waukegan or online, college classes are affordable and accessible to help each student achieve academic, career and personal goals. More than 70,000 students graduated with degrees and certificates since the college opened in 1969. College of Lake County is the only higher-education institution ranked among the top 15 best places to work in Illinois by Forbes and is a national leader in many areas, including sustainability and conservation.

College of Lake County offers more than 170 degrees and certificates offered in nine Fields of Interest. The college designs its academic offerings at each campus to meet the needs of transfer, career, adult and vocational education and continuing education students. In addition, CLC offers High School Equivalency test preparation, adult literacy, and English as a second language programs as well as a variety of non-credit course options for personal enrichment and professional development at all ages.

As part of the strategic plan, College of Lake County embarked on many exciting new developments, including the construction of a \$48 million Lakeshore Campus expansion, creating an Advanced Technology Center and strategically adding more online classes with smart scheduling for busy students.

With more than 2,000 faculty and staff members, CLC is one of the larger employers in Lake County. Every employee ensures the college operates effectively in providing equitable support and helpful services for students and the Lake County community.

CLC benefits from having AAA bond rating. The college's fiscal year 2021 operating budget is approximately \$114.6 million. About 64 percent of the college's revenue comes from local property taxes and nearly 28 percent comes from student tuition and fees. State finances represent approximately 6 percent of the college's operating budget. The remainder comes from interest earnings and other sources.

CLC is a comprehensive community college offering a wide range of academic program choices that can enhance your career or personal life. The college is accredited by the Higher Learning Commission and a member of the North Central Association.

So much depends on keeping a college education accessible. If you are looking for a good job, it is essential. If you are an employer, having an educated workforce is essential for growing and maintaining your business. To make college possible for more students, CLC is partnering with the College of Lake County Foundation to raise funds for scholarships and other institutional needs.



Facts and Figures

Click on the links below to learn more about CLC.

CLC Facts

[College of Lake County Fact Sheet](#)
(clcillinois.edu)

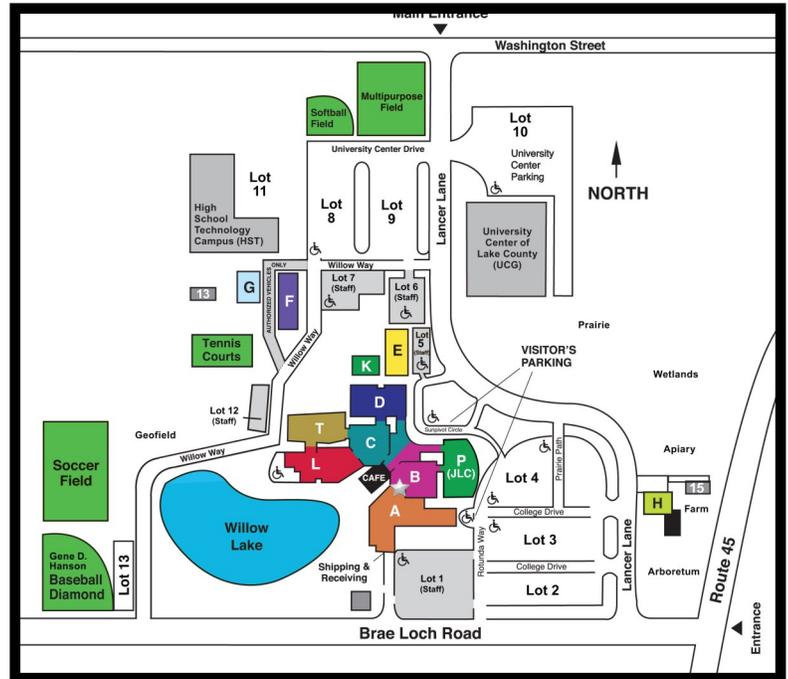
[Proud Past, Bold Future: College of Lake County 2019-2024 Strategic Plan](#)

[College of Lake County - Strategic Plan](#)

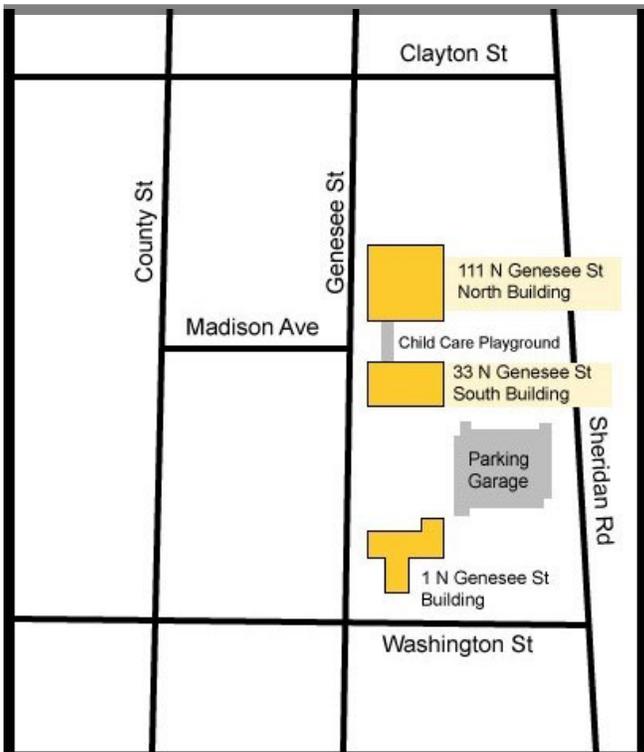
CLC Locations

[College of Lake County—Locations](#)

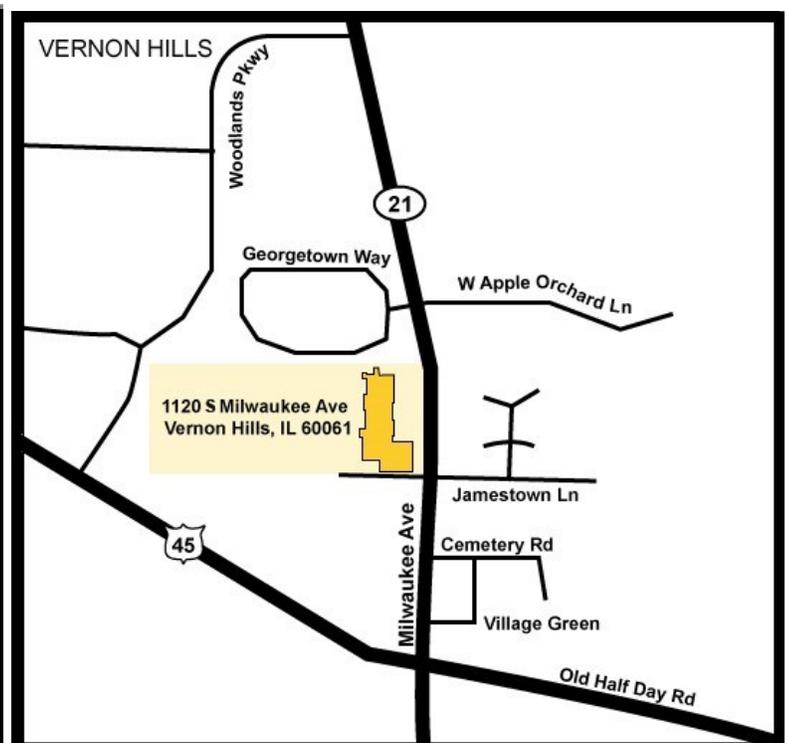
GRAYSLAKE CAMPUS MAP



LAKESHORE CAMPUS MAP



SOUTHLAKE CAMPUS MAP



Mission, Vision and Values

Mission

The College of Lake County is a comprehensive community college committed to equitable high-quality education, cultural enrichment and partnerships to advance the diverse communities it serves.

Vision

The College of Lake County is a leader in providing innovative education and workforce solutions.

Values

Purpose • Integrity • Excellence • Inclusion • Unity • Compassion



Strategic Pillars

Strategic Pillar 1: Access & Success for Students

Definition: Facilitate learning through a student-ready systemic design framework focused on creating an ideal and equitable student experience. Intentionally design curriculum to provide clear paths for all student entry points and a seamless transition to transfer or career.

Strategic Pillar 2: Equity & Inclusion

Definition: Create success for every student and employee by providing a supportive, barrier-free environment that enables them to achieve academic, career and personal goals.

Strategic Pillar 3: Teaching & Learning Excellence

Definition: Achieve teaching and learning excellence by empowering full-time and adjunct faculty in their central role in the Lancer Success Framework, including the examination of pedagogy through data, engagement in meaningful professional development and the integration of academic supports with classroom learning and student feedback.

Strategic Pillar 4: Community & Workforce Partnerships

Definition: Facilitate the economic vitality of Lake County's diverse communities through collaborative partnerships with workforce and educational partners to ensure a sufficient skilled workforce talent pipeline.

Strategic Pillar 5: Collaborative Culture

Definition: Facilitate student learning through a values-based, student-focused collaborative culture that upholds individual, team and organizational accountability.

Strategic Pillar 6: Strategic Use of Resources

Definition: Ensure a sustainable and fiscally sound College through nimble, prudent use of resources focused on maximizing student success outcomes, achieving revenue growth and ensuring state-of-the-art physical and virtual environments to serve the diverse needs of Lake County.



Opportunity Overview and Essential Job Functions

Opportunity Overview

The College of Lake County has a leadership opportunity for an experienced Assistant Director in facilities to supervise, lead, mentor and coach seven supervisory staff and two support staff members. Supervises a staff of approximately 85 union employees in day-to-day operations of three main campus sites in Grayslake, Waukegan and Vernon Hills. Strategic leadership and planning will be provided in the areas of campus facilities work in HVAC, maintenance, grounds, custodial services and campus services. The ideal applicant will be a manager with extensive experience effectively leading a team of diverse backgrounds and talent, developing and training staff, interpreting, implementing and negotiating collective bargaining agreements, who is highly organized, provides project management oversight, able to successfully communicate with all stakeholders and drive change.

Essential Job Functions:

Strategic Leadership and Personnel Management 60%

- Lead, advocate for and develop all facilities staff in accordance with College guidelines, human resource policy and procedures, and the collective bargaining agreement.
- Mentor and develop all facilities supervisors. Support leadership training, education and advancement.
- Plan, coordinate and arrange appropriate training of staff. Foster positive working relationships with all members of the facilities team.
- Manage the hiring of facilities staff and supervisors. Make recommendations for employment and discharge of staff members to the Director of Business Operations.
- Hire and mentor student interns, workers and apprentices.
- Actively participate in the facilities collective bargaining, informal and formal grievance and arbitration processes.
- Chair the Labor Management committee. Meet regularly with supervisors and union leaders to ensure open and direct communication, consistent and accurate union contract interpretation.
- Maintain a high level of cooperation and communication with college community, and effectively communicate assignment expectations to facilities team members and stakeholders in a timely and clear fashion. Provide detailed reports to the Director of Business Operations, facilities team members and stakeholders as requested.
- Communicate with other administrators, vendors, state and government agencies and contractors to coordinate activities and programs; resolve issues as needed.
- Partner with the Director and Assistant Director of Capital and Infrastructure Projects on assignments that require coordination between capital project and day-to-day facilities maintenance. Ensure appropriate assignment of College union employees and external vendor staff within union guidelines.
- Assure compliance with laws, codes, regulations, and health and safety precautions related to maintenance and operations activities.
- Coordinate remodeling projects and assigned construction projects. Consult with engineers on HVAC, mechanical and electrical requirements of new and renovated buildings; maintain utility and energy management systems.
- Conduct site checks to monitor progress and quality standards of day-to-day assignments. Issue progress reports regarding costs and timelines of assignments. Problem solve with supervisors and staff to address delays, emergencies or other issues.
- Manage and report on risks associated with projects to Director of Business Operations, with the understanding that risk sharing is maintained between management and project manager.

Essential Job Functions (Continued)

Department Operations, Procedures and Budget Management 30%

- Prepare, monitor and implement the budgets for Maintenance, HVAC, Custodial, Grounds/fleet, Campus Services, deferred maintenance and one-time funded projects; review and approve maintenance and operations requisitions within budgetary limitations.
- Utilize the work order management system (AkitaBox) to analyze, plan, schedule and implement a systematic program of work order response, inventory management and preventive maintenance; establish priorities for maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities and other assigned functions.
- Assist in the development of plans and specifications for work to be completed; reviews cost estimates submitted by outside contractors; recommend or determine equipment and materials to be purchased. Coordinate project budgets as directed, change orders and other necessary documents.
- Inspect buildings, equipment and grounds for fire, safety and health hazards; recommend or require proper elimination of hazards; inspect buildings relative to energy usage and savings; evaluate and recommend cost-saving methods.
- Assist in the development of plans, specifications, bid documents and related materials; evaluate bids and recommend award of contracts for College projects, equipment and major repairs.
- Maintain inventory records of fixed assets under the facilities department responsibility; prepare documentation, evaluate and recommend disposition of surplus property. Coordinate and direct administrative functions such as key control and hazardous materials management.
- Obtain all necessary permits, approvals and other regulatory prerequisites.
- Supervise staff as assigned which may include student workers, interns and apprentices.

Other 10%

- Participate in the shared governance process in the College including but not limited to participating on committees, commissions, lead discussions, present reports and updates to employee group senates.
- Prepare and give presentations to the College leadership team and other constituent groups.
- Lead task forces or work groups related to facilities operations.
- Perform other duties as assigned by the Director of Business Operations and/or the Vice President of Business Services and Finance/CFO.

Required Qualifications

Education

Bachelor's degree with a minimum of seven (7) years' of recent experience in directly managing facilities operations and staff.

OR

Associate's degree with a minimum of ten (10) years' of recent experience in directly managing facilities operations and staff.

Required Qualifications

- Demonstrated knowledge of facilities operation including but not limited to HVAC, electrical, painting and construction.
- Demonstrated ability to budget, schedule, negotiate and control costs.
- High degree of familiarity with contract and subcontract documents, terms and conditions.
- Excellent communication skills and interpersonal abilities, including negotiation skills.
- Knowledge of and experience using MS Office products with proficiency in Outlook and Excel.
- Valid driver's license with clean driving record.
- Proven ability to work effectively and constructively with persons of diverse cultures, language groups and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.
- The candidate must meet all necessary requirements to become bonded.

Desired Qualifications

- Prior experience working in higher education or a governmental entity.
- Prior experience working with procurement for a public entity.
- Experience managing within a union environment.
- Experience using CAD software.
- Bilingual Spanish.

Application Process

Apply online at www.paulygroup.com and click on "Apply Now" for Heartland Community College, Controller.

Attach (1) a cover letter that addresses the minimum qualifications and preferred characteristics; (2) a current resumé; and (3) reference names and contact information.

Please direct all confidential inquiries and nominations to the College's search consultant,

Dr. Angela Provar
President
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Phone: 217-241-5400 Fax: 217-241-5401
Email: aprovar@paulygroup.com

The committee will begin review of applications immediately. Applications will be accepted until the position is filled, with materials submitted by **Monday, February 28, 2022** receiving priority consideration. All applications are confidential and references will not be contacted without the expressed authorization of the applicant.

College of Lake County is an Equal Opportunity Employer, dedicated to diversity, that encourages the applications of Women, People of Color, Persons with Disabilities and Veterans.

