

The Facilities manager is a salary position. The hours will range from 6:30-7:00 in the morning to 3:30-4:00 in the afternoon. Time certainly will depend on yearly activities.

A facilities manager is responsible for the maintenance of Winnebago Lutheran Academy and the surrounding campus. The facilities manager will also ensure that the working environment is as good as possible for employees and attempt to increase the efficiency of the buildings by reducing energy usage and operating costs.

A facilities manager's work week is typically around 40-50 hours, more hours may be necessary if problems must be resolved. Facilities managers often are on call to deal with issues that might occur at night or weekends.

General activities should include but not limited to overseeing and helping with the building's cleaning, maintenance, security, health and safety.

Facilities manager will order supplies and equipment, and inventory stocks to ensure that an adequate amount of supplies is present. He may prepare reports concerning hours worked, and department expenses. He will coordinate volunteers and work with contractors. He will be able to fix general problems that occur in and around the building.

The facilities manager will be able to operate the heating and cooling system; this will require the use of a computer. He will also have a general knowledge of electrical work.

The facilities manager will be able to plan for the upkeep and budget for the building on a yearly basis.

The facilities manager will be able to lift up to 50 pounds and be able to work at heights up to 30 feet.

The facilities manager will work with building and grounds and be responsible to the WLA Administration.