

# Wartburg Theological Seminary

## Position Description

**Date completed:** 1/21/2026

**Date of revision:** 2/2/2026

**Title:** Director of Facilities Management

**Classification:** Exempt

**Position Status:** Full Time

**Supervisor:** Vice President for Finance, Operations & HR

### Position Summary:

Wartburg Theological Seminary is situated on 18 sprawling acres nestled in the heart of Dubuque, Iowa. The campus has the iconic Wartburg Castle, which houses the administrative offices, academic spaces, operations, a resident hall, and guest accommodations. In addition to the castle, the campus includes 27 housing units for its students, faculty and staff.

Director of Facilities Management supports the mission of Wartburg Theological Seminary by supervising physical plant operations, including all buildings, grounds, and equipment to provide a safe and comfortable environment for students, faculty and staff.

### Major Responsibilities/Activities:

#### Facilities Management

- Direct, supervises and evaluates department staff; ensures staff receive training related to specific job tasks and responsibilities.
- Schedules and oversees external contractors (electricians, plumbers, roofers, excavators and landscapers, etc.).
- Supervises and schedules maintenance personnel employed in building and grounds maintenance and repair, responsible for snow removal, electrical, plumbing, HVAC and ventilation systems.
- Develop and monitor department budget; orders materials and equipment; monitors programs for buildings, grounds, mechanical and electrical, utilities and other systems.
- Supervises custodial team working to clean the Seminary castle and campus housing.
- Serves as administrator responsible for facility safety and ADA accessibility compliance, working closely with staff and external officials to meet seminary and local requirements.
- Supervises students and helps coach them through some of the assigned tasks

- Prepares specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications, capital purchases, and contracted services.
- Oversee site and building projects performed by external contractors.
- Develop cost-effective energy management systems; supervise the operations, maintenance and repair of said systems.
- Ensure staff receive physical plant training including OSHA and other job-related training both in-house and external.
- Oversees fleet vehicle maintenance and shipping/receiving activities.
- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options.
- Call-on on weekends and evenings in rotation with the Maintenance Assistant.
- Performs other related tasks as requested.

### **Supervisory Responsibilities:**

- Supervises the Maintenance Assistant, part-time maintenance employees and Housekeeping.

### **Qualifications:**

#### **Education & Experience Required:**

- Associate degree (bachelor's preferred) in trades, maintenance, engineering or related field. Years of experience may be substituted for associate degree.
- Five or more years of progressively strong experience in physical plant maintenance: with three or more years of supervisory experience or a combination of education and experience commensurate with the requirements of this position.
- Ability to effectively communicate ideas and information in writing and oral format to administrative staff, professional colleagues and governing bodies.

#### **Skills Required:**

- Understands and supports the mission of Wartburg Theological Seminary.
- Honest, dependable and trustworthy
- Good organizational skills
- Working knowledge of construction, electrical and plumbing
- Good understanding of budgets and other financial reports
- Previous experience in secondary or higher educational organizations (preferred)
- Upbeat, friendly personality that can extend welcome and hospitality to constituents and guests
- Knowledge of office software and enterprise systems.

**Work Environment:**

This position has frequent interaction with faculty, students, staff, and other Wartburg constituents. This position is indoors and outdoors. This position requires the ability to work in mechanical rooms or spaces big or small.

**Physical and Mental Demands:**

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Full use of all extremities and back are needed with the variety of jobs to be performed. Employee will routinely need to lift boxes, materials, parts and tools up to 50 pounds. Few occasions could result with handling more than 50 pounds. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Minimal or few accommodation can be made to enable individuals with disabilities to perform the essential functions.

***Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.***

**Approved by Manager**

**Approved by HR** [Click here to enter text.](#)

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

**Employee** [Click here to enter text.](#)

**Date** [Click here to enter a date.](#)