



## Facilities Manager

Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in the Holy Cross Tradition, is seeking a Facilities Manager. Please submit all applications with a cover letter and resume to Beth Ernst, Human Resource Generalist at [careers@gocathedral.com](mailto:careers@gocathedral.com) .

Applications are being reviewed now.

### **SUMMARY:**

Facilities Manager supervises and coordinates the day-to-day maintenance and repair of buildings, grounds, and associated equipment. This individual reports to the Chief Information Officer and works closely with the Facilities Coordinator on projects, maintenance orders/repairs, and Events Coordinator with calendar events.

The Facilities manager oversees the maintenance staff, coordinates with contractors/technicians that installs, inspects, repairs and maintains building systems including mechanical, electrical, plumbing, HVAC, fire/sprinkler systems, elevators, building inspections, and waste management.

The Facilities Manager tracks facility requests and ensures requests are completed within established timelines and quality standards.

The Facilities Manager is expected to have good multitasking abilities and stay calm under pressure

Perform all other duties as assigned by the Chief Operating Officer.

### **ESSENTIAL DUTIES AND QUALIFICATIONS:**

- High School degree or GED equivalent required
- Must have four or more years' experience working in building maintenance or related positions.
- Previous experience as a maintenance supervisor or manager
- Ideal candidates have the ability to perform and have working knowledge in one or more trades in electrical, HVAC, plumbing, or carpentry work.
- Willing to work nights and weekends when necessary when facility equipment fails or is in need of repairs.
- Work during major school events to provide facility support as needed.
- Ability to work around high school students and is a good team player.