



Director of Facilities Job Description

Job Title:	Director of Facilities
Location:	Mater Dei High School
Reports To:	President of Mater Dei
FLSA Status:	Salary, Exempt
Last Revised:	April 2026

Mater Dei High School exists to provide a caring and disciplined learning environment that builds upon the education established by Christ, carried forward by the Catholic Church, and nurtured by families.

Mater Dei is built on the cornerstones of spiritual growth, academic excellence, service to others, and social development.

Summary:

The Director of Facilities maintains the physical assets and campus of Mater Dei High School in order to sustain the ongoing operation and support the future growth of the school. The Director of Facilities manages the development, implementation, enhancement, and maintenance of programs to meet the physical needs of the school. The position is full time and reports to the President of Mater Dei.

Responsibilities:

- Maintain all buildings, equipment, machinery, and grounds in proper and safe condition in all areas of the school property
- Establish and execute a preventative maintenance plan for all buildings, grounds, and appropriate equipment to ensure safety, reliable operation, and compliance with code requirements
- Identify contract work that requires outside vendors, participate in the selection of vendors, and oversee their activities
- Coordinate, and assist when needed, all activities to maintain grounds, including:
 - Lawn mowing, trimming, contracted weed control
 - Landscaping
 - Snow and ice removal
- Manage other maintenance employees and volunteers
- Manage custodial employees
- Collaborate with the President in the establishment of short-range and long-range plans for facility maintenance and upgrades
- Support, and lead as appropriate, the execution of facility projects associated with capital campaigns
- Ensure compliance with OSHA regulations and standards; ensure employees, contractors, and volunteers are trained and work in a safe manner



MATER DEI HIGH SCHOOL
1300 Harmony Way • Evansville, IN 47720

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- Be on-call and available to assist in emergency situations related to the school facilities and operation
- Understand and align with the mission and vision of Mater Dei High School.

Qualifications:

- Knowledge and experience with facilities systems including: HVAC, electrical, plumbing, carpentry, fire, security, and safety operations
- Ability to plan and execute necessary processes for maintaining and repairing buildings, equipment, and grounds
- Ability to effectively troubleshoot, solve problems, and develop action plans
- Strong supervisory, interpersonal and communication skills
- High school degree or equivalent
- 5+ years in maintenance and facilities management.

Other Competencies:

Able to relate well with others, dependable, accurate, attention-to-detail, self-motivated, polite and tactful.

Applicants shall exhibit behavior and lifestyle values compatible with Catholic beliefs. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville and submit to a background check.

To apply, please send a cover letter, resume, professional references to:
jmcgrew@evdio.org