

**POSITION DESCRIPTION**  
**Facilities Manager**

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**I. IDENTIFYING INFORMATION**

Position Title: Facilities Manager  
Status: Full time, 12-month, Non-exempt  
Reports to: Pastor as employer; Business Manager as supervisor

**II. PRIMARY FUNCTION OF THIS POSITION**

Oversees all maintenance to the Buildings and Grounds of our entire parish complex, including the church, Msgr. Schafer Hall, the Parish Center, the school, the cenacle, the rectory, any newly constructed sites, and the grounds/parking lot. Provide routine maintenance including semi-skilled carpentry, plumbing, electrical and other minor repair work. Oversee vendors and vendor costs who provide services outside of the scope of in-house repairs and maintenance including HVAC, Plumbers, Electricians, Housekeeping and Grounds Keeping services.

Supervising the Housekeeping staff and volunteers to ensure that the buildings are kept clean and that all meeting rooms are set-up for parish activities.

Grounds work may include pruning, ice and snow removal and general clean-up with grounds equipment if necessary.

When possible, working with the Buildings and Grounds Volunteer Committee to coordinate volunteer days for work within their scope at the parish where necessary.

**III. POSITION CONTENT**

1. Conduct regular inspection of all parish facilities for repair and maintenance needs and recommend repairs. Establish and maintain equipment life cycle log to enable forecasting of repairs and replacement.
2. Inform Business Manager of any repairs needed to be completed by a professional company.
3. Attend Facilities and Grounds Committee meetings; assist this committee on an “as needed” basis.
4. Check outside buildings for damage, litter and/or conditions of general deterioration.
5. Maintain all maintenance supplies in conjunction with the Housekeeping staff.
6. Provide setup and cleaning of facilities for evening or weekend activities as needed.

7. Serve as a parish generalist in the area of maintenance and have a willingness to perform other maintenance requests not mentioned here.
8. Working with the Facilities and Grounds Committee, recommend and monitor the budget for parish maintenance.
9. Accept responsibility in other phases of parish maintenance and facilities as assigned by the Pastor.
10. Meets bi-weekly with the Business Manager to discuss priorities and upcoming contracts.
11. Respects the teachings and mission of the Catholic Church, and understands the sanctity and importance of sacred spaces in the church building.

#### **IV. WORKING ENVIRONMENT**

The Parish Facilities Manager will maintain working hours Monday-Friday during parish office hours with adjustments as needed for special events.

**Submit letter of application and resumes to:**

St. Mark the Evangelist Catholic Church  
c/o Father Tim Wyciskalla  
535 E. Edgewood Ave  
Indianapolis, Indiana 46227  
Email: [ftim@stmarkindy.org](mailto:ftim@stmarkindy.org)