



St. Mary Magdalene Catholic Church
527 South Houston Avenue
Humble, TX 77338
281-446-8211



Employment Opportunity

St. Mary Magdalene is seeking a full-time Facilities Manager who will be responsible for the maintenance of the parish buildings and grounds. The ideal candidate will be well-organized, have excellent interpersonal and communication skills, pay attention to details and be able to coordinate multiple projects. The Facilities Manager has a clear understanding of acceptable business practices in relation to church teachings. The Facilities Manager has the ability to collaborate with and support the Pastor, Business Manager, parish staff and parishioners. Among other responsibilities, the Facilities Manager:

- Performs minor repairs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, and safety of parish buildings and grounds.
- Supervise the custodial staff and event coordination.
- Supervises and negotiates cost with contractors and vendors as they relate to maintenance ensuring efficient facility operations.
- Ensures compliance and implementation of policies as they relate to parish facilities.
- Works with pastor and building committee for improvements and preventative maintenance of the facilities.

Education/Experience:

- High school diploma or higher, some college education preferred and 3-5 years of experience in related field
- Must possess excellent leadership and managerial skills
- Have general knowledge of basic building maintenance, HVAC, electrical, mechanical, plumbing, general carpentry and custodial skills
- Must possess a clear understanding of acceptable business practices in relation to church teachings
- Available and on call for emergencies
- Ability to lift a minimum of 40 pounds and not be impaired to move around
- Must have experience with Windows-based computers with Microsoft Office software.

Kindly send resume and references with cover letter to pastor@st-mm.com by November 21, 2018.