

Title: Facilities Manager

Parish: St. Faustina Parish

Position Summary:

St. Faustina Catholic Church in Fulshear, Texas is seeking a full-time Facilities Manager. The Facilities Manager is responsible for the preventative, routine, and emergency maintenance of the parish buildings and grounds. The Facilities Manager performs and supervises tasks related to electrical, plumbing, HVAC, security, environmental, irrigation, safety, custodial, energy management and event coordination. The Facilities Manager will oversee the use of parish facilities for parish-related and community-related activities. The Facilities Manager will supervise outside contractors and projects involving outside vendors and service providers. The Facilities Manager must demonstrate a clear understanding of acceptable business practices, building code compliance, and a degree of general maintenance and repair skills. This position is an exempt position and will report directly to the Parish Business Manager.

Key responsibilities:

- Collaborate with the Pastor and Business Manager in developing a comprehensive plan to address the operational and maintenance needs of the parish facilities and grounds.
- Serve as a resource for the staff regarding building operations and maintenance.
- Develop and administer an annual facilities budget in collaboration with the Pastor and Business Manager.
- Oversee all maintenance and repair activities including the utilization of external repair services ensuring that all major systems are working properly.
- Ensure proper lawn maintenance and landscaping at all times.
- Coordinates the bidding and contracts for work process and ensures the contract terms are fulfilled.
- Responsible for keeping buildings safe by making sure they meet building code requirements.
- Ensure parish fire alarm system is working properly.
- Coordinates safety procedures. Ensures the staff is well trained in all safety procedures including the use, storage, and destruction of hazardous materials.
- In coordination with the Pastor and Business Manager, direct and oversee major projects for remodeling, improving or changing the physical plant or grounds.
- Maintain an inventory of custodial, maintenance, and operational supplies. Purchases or rents equipment as necessary.
- Maintain an inventory of all fixed assets including furniture, computer equipment, audio visual equipment etc. for audit and control purposes.
- Oversees the utilization of the parish facilities by parish groups and staff and external organizations when approved. Work closely with the facilities scheduler to ensure proper communication and coordination.
- Oversees and provides event coordination. Ensures proper scheduling for meetings, events, worship, weddings, funerals, and otherwise as directed.
- Oversee the use, maintenance, condition, and repair of the parish kitchen.

- Ensure that the set up and take down of furniture and other fixtures for various events, either ongoing or single events, is done in a timely manner and according to plan.
- Oversee the energy management program.
- Supervise custodial and repair staff or vendors.
- Ensure adherence to all Archdiocesan facilities-related policies and requirements and compliance with applicable city and state policies, regulations, and ordinances.
- Oversee the parish phone system equipment, configurations, maintenance, and repair.
- Other duties and projects not listed here that may be required.

Requirements and Experience:

- Must have a high school diploma or GED. Undergraduate degree preferred.
- Minimum of five years' experience with buildings and grounds maintenance coordination and facilities management.
- A working knowledge of general routine maintenance and repairs.
- A working knowledge of local city and county building codes.
- Ability to diagnose and perform routine to mid-level repairs.
- Must have excellent time management, organization, communication, and project management skills.
- Intermediate proficiency level in Excel, Word, and PowerPoint software.
- Ability to interact and communicate effectively with others.
- Effective communication skills both verbal and written.
- Must have the abilities to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and the ability to lift up to 50 lbs.
- Must be current in Virtus training or must obtain confirmation that the training has been successfully completed within 45 days of hire date.

Working Conditions

- Must be on-call for emergencies and other related incidents.
- Evening and weekend work may be required.
- Possible exposure to uncomfortable temperatures and weather conditions.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to info@saintfaustinachurch.org with facilities manager in the subject line or mail to:

St. Faustina Catholic Church
 Attn: Facilities Manager
 P. O. Box 1099
 Fulshear, TX 77441

St. Faustina Church is an equal opportunity employer.