

# ARCHDIOCESE OF GALVESTON-HOUSTON JOB POSTING

## Inner City Catholic Schools (ICCS) Facility Manager Construction & Preventive Maintenance

### SUMMARY

The ICCS Facility Manager is responsible for developing, budgeting, and implementing maintenance programs for the 12 ICCS campuses. Also will be responsible for executing work orders, preventive maintenance and managing repair and capital projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Evaluate facilities and maintain building systems database  
Prioritize deferred maintenance based on risk analysis and create project list and schedule  
Create, implement and manage preventive maintenance programs and schedules  
Forecast, budget and implement capital renewal projects  
Provide regulatory expertise and oversight regarding school facilities including environmental, Life Safety, CPSC, TDLR, OSHA and other safety concerns  
Develop specialty contractor resources and master service agreements  
Assist principals with annual inspections by the fire marshal, health department, etc.  
Be available to handle emergency facility issues such as mechanical, electrical and plumbing failures

### REQUIREMENTS

Bachelor's Degree, preferably in Architecture, Engineering or Construction Sciences  
Minimum of 10 years relative experience, preferably in school districts  
Bilingual in Spanish preferred but not required  
Self-starter, high level of initiative, proven proactive thinker  
Commitment to customer service (internal and external)  
Highly detail oriented with superb organizational and communication skills  
Experience with building automation system and related experience with databases and Computerized Maintenance Management Systems (CMMS) preferred  
Ability to work collaboratively  
Proficiency with Microsoft Office including Word, Excel, and PowerPoint  
Must have a valid Texas Driver's License

### APPLICATION

Suitable candidates should send a cover letter and resume to [resume@archgh.org](mailto:resume@archgh.org) with ICCS Facility Manager in the subject field