

Physical Plant Manager

St. Mary Seminary

9845 Memorial Drive
Houston, Texas 77024

Summary:

St. Mary Seminary is seeking a full-time Physical Plant Manager with proven management experience in leading, training, and accomplishing goals within an approved financial plan. Applicants must be highly organized, with excellent communication skills both oral and written. Suitable candidates will possess the ability to effectively analyze and monitor projects, proposals, prepare budgets for capital expenditure projects, implement and manage preventive maintenance programs and schedules. The Physical Plant Manager will be able to work independently, have a commitment to customer service responding in a timely manner to both internal and external customers. Applicants are required to have experience with building computerized maintenance management systems, have a working knowledge of painting, carpentry, plumbing, electrical, HVAC and other maintenance processes and activities. Valid Texas Driver's License is required.

Minimum Education:

Bachelor's Degree in Engineering or Construction Sciences preferred and a minimum of 10 years relative experience managing a physical plant.

Please send cover letter, resume, and salary requirement to:

resume@archgh.org with Physical Plant Manager in the subject line.