Summary:
The position of Director of Maintenance for St. Thomas More Catholic Church and School is responsible for the management of structures and grounds, electrical, plumbing, safety, security, lighting, HVAC, AV and mechanical systems as well as coordination of maintenance needs and oversight of grounds services.

Essential Functions
- Work in Collaboration with the Pastor and Pastoral Associate.
- Request and review proposals and contracts for companies and suppliers, assure the necessary legal review and risk management review are complete.
- Assure that all compliance requirements for Safe Environment are met.
- Manage the coordinate the activities of service companies and suppliers.
- Supervise, train and evaluate the maintenance staff and janitorial services.
- Coordinate routine maintenance projects.
- Maintain irrigation system.
- Ordering housekeeping and maintenance supplies.
- Organizing storage areas.
- Maintain lighting systems (parking lots and buildings)
- Maintain Fire Alarm System and other safety systems (e.g., fire extinguishers, etc.)
- Provide the lead for special projects.
- May work occasional nights and weekends.
- On call for emergency needs.
- Other duties as assigned.

Education/Experience
- College degree in field of maintenance, engineering, electrical or related field preferred;
- 5-10 years management of staff and facility required.
- Comprehensive knowledge of large facility systems (HVAC, electrical, plumbing, etc.) obtained thru formal education or experience. Certification highly desirable.
- Proficiency in English both oral and written is required with Spanish language desirable.
- 

Qualified candidates are encouraged to send resume, cover letter and salary requirements to Fr. Clark Sample at csample@stmhouston.org. Make sure to add Director of Maintenance in the subject line.