

**ARCHDIOCESE OF GALVESTON-HOUSTON**  
**Associate Director – Construction Project Manager**  
**St. Dominic Chancery**

**SUMMARY**

The Archdiocese of Galveston-Houston Office of Construction and Preventive Maintenance seeks a Construction Project Manager to coordinate, guide and work with parishes to plan and supervise a wide range of construction projects from start to finish. This position is responsible for organizing and overseeing construction procedures and ensuring they are completed in a safe, timely, high quality and cost-effective manner. Suitable candidate must be a self-starter with a high level of initiative, is a proven proactive thinker, has a commitment to customer service (internal and external), is highly detail oriented with superb organizational and communication skills, and is able to work collaboratively. This is a full time, benefits eligible position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Associate Director – Construction Project Manager provides essential assistance to parishes and parish schools regarding facility and property construction and renovation, establishes and updates procedures within the Archdiocese Construction process to make sure parishes are building facilities which can be maintained with the resources they have and are likely to have in the future, and understands, enforces and helps update Archdiocese Construction policies and procedures. This position works with parish building committees on the process of architect/design team selection, contractor selection, contract negotiation, construction, and warranty period management, and organizes and attends interviews, soliciting bids from design professionals, consultants, contractors and vendors. The Associate Director – Construction Project Manager manages contracts including the review and processing of change orders, attends parish design and construction progress meetings, assists parishes and design teams establishing budgets, maintains cost tracking within those project budgets, conducts presentations and seminars relating to facility construction, assists the department director with developing quality, cost effective and dependable vendors and sources of labor and material suppliers as recommendations to parishes for construction, renovation, and maintenance projects at parish facilities. The Associate Director – Constructive Maintenance responds to immediate construction project problems/emergencies as necessary, serves on the Archdiocesan Building Commission, networks with outside construction management associations to keep up with industry standards and technology and manages the collection and processing of all permanent project documentation that will become the permanent file for the project at the Archdiocese.

**EDUCATION AND EXPERIENCE**

Bachelor's Degree in Construction Management, Building Science, Building Construction, Architecture, Structural or Civil Engineering. Other Engineering disciplines or related relevant fields may be considered if other requirements are met.

7 - 10 years minimum of construction related experience, at least 5 years at the project manager level with a general contractor. PMP or equivalent certification preferred.

Computer skills and knowledge of relevant software including Microsoft Word, Excel, Outlook, PowerPoint and Microsoft Project (or other project planning software).

Suitable candidates should send a cover letter, resume, and salary requirement\* to [resume@archgh.org](mailto:resume@archgh.org) with Associate Director – Construction project manager in the subject field.

\*Applicants who do not submit minimum salary requirement may not be given consideration.