

**St. Thomas More Catholic Church  
Archdiocese of Galveston-Houston**

**Director of Maintenance**

**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. They are also responsible for coordination of maintenance needs and oversight of grounds services. The Director of Maintenance collaborates with the Pastor and Pastoral Associate.

**Education/ Experience**

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

**Essential Functions**

- Develops budget for the facilities with the Pastor.
- Schedules and oversees regular preventative maintenance of all mechanical equipment.
- Requests and reviews proposals and contracts for companies and suppliers. Confirms that all necessary legal review and risk management reviews are completed.
- Identifies and develops specifications for capital maintenance and repairs.
- Coordinates and completes minor repairs around campus.
- Schedules and monitors repair service calls provided by outside service providers.
- Requests and solicits project bids, coordinates with various trade and contractor representatives, determines if a project has been completed satisfactorily, reviews and approves all requests for any progress payments on projects.
- Maintains infrastructural integrity of Campus
- Regularly inspects all work areas to ensure that no safety hazards exist.
- Manages the church and school Fire Alarm Systems and other safety systems. (Fire Suppression systems, AED's)
- Provides support for church and school life safety programs. (Fire/Lockdown/ Shelter in Place Drills)
- Supervises, trains, and evaluates maintenance staff and janitorial services.
- Assures that all compliance requirements for Safe Environment are met.
- Manages the church facilities keys. Assists the school coordinating keys and security.
- Coordinates facilities requests for church and school workorders.

- Works with the Pastoral Associate and School Administrative Assistant for the ordering of supplies for cleaning, parts for maintenance, mechanical and structural building repair.
- Maintains and controls HVAC systems thru manual and automated systems.
- Maintains electrical and lighting systems for buildings and parking lots.
- Maintains files and logs as necessary to comply with Federal, State, and Local requirements.
- Maintains grounds through outside vendors, maintenance staff, and volunteers.
- Meets with Building and Grounds Committee as needed to share thoughts and concerns.
- May work occasional nights and weekends.
- On call for any emergency needs that may arise.
- Other duties as assigned.

Interested candidates should send a cover letter, resume, and salary requirements via email to [csample@stmhouston.org](mailto:csample@stmhouston.org).