

Dominican Sisters of Houston
Facilities Manager
Job Position

POSITION SUMMARY: The Dominican Sisters of Houston (DSOH) seek a Facilities Manager. DSOH is a community of Catholic women religious who are committed to remaining engaged in furthering their Dominican mission and living fully to the extent of their individual abilities and in relationship with each other. The primary responsibility of the position is to provide a safe environment for the sisters.

ABOUT THE ORGANIZATION

Founded in 1882, the DSOH have served Houston, Galveston, the Sabine area and other parts of Texas, California, and Guatemala. The congregation includes close to 50 women religious who live mostly in Houston in skilled care, assisted living at our retirement home on our campus, or independently in houses on our campus and elsewhere. The sisters' ministries include two-college preparatory secondary schools, teaching, school administration, justice advocacy, and their mission school in Guatemala. The mission statement of the DSOH is: We, the Houston Dominican Sisters, publicly commit ourselves to study and address the crucial justice issues of our times. We assume the risks inherent in preaching and teaching the Gospel. We will work to transform social structures which oppress the powerless, ministering with them in our common struggle to remain faithful to the Word of God. For more information about the history and mission of the DSOH, please visit www.domhou.org.

DESCRIPTION:

The ideal **Facilities Manager** candidate will be a strong team player and communicator, preferably with a background in plant/facilities operations and management. There is a retirement home on the main campus; experience in geriatric facilities maintenance is a plus.

EXPERIENCE:

Strong commitment to establishing warm and supportive relationships with residents and staff as well as focusing on daily maintenance issues.

- Knowledge of budgeting, negotiating contracts with product vendors and hiring maintenance personnel
- Experience with equipment maintenance
- Experience with troubleshooting repair/maintenance issues
- Experience with establishing systems and procedures for maintenance and repair of facilities, grounds, houses, vehicle fleet operations and general preventative maintenance.
- Ability to manage maintenance staff.

- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

ROLE CHARACTERISTICS

- Communicates effectively across all settings with sisters, leadership, and staff and communicates and liaisons with security and outside vendors.
- Communicates and listens well to build relationships with sisters and staff.
- Able to create, modify, and implement maintenance structures and programs.
- Exhibits compassion, empathy, patience, leadership skills, initiative, adaptability, problem management strategies, interpersonal skills, and coaching skills.
- Exhibits a positive, approachable, and inviting attitude.
- Works independently as well as collaboratively to create a team environment.
- Understands life stages and issues with the elderly, preferably elderly religious.
- Understands or willing to learn the Dominican mission, charism, and congregational history.

QUALIFICATIONS

- High school graduate
- Five years in a facilities operational/managerial role preferred.
- Ability to lift and move objects of 35 pounds.
- City of Houston Boiler Operator Certification or comparable certification(s)
- EPA 608 Certification

POSITION HOURS AND SALARY

- Full time position
- On call for emergencies
- Gross annual salary commensurate with education, background, and experience
- Salary and Benefits: PTO, 403B retirement plan, long-term disability, medical and dental coverage, Health Savings Account, workers' compensation, group term life and AD&D insurance, and professional development assistance

HOW TO APPLY

Send a resume and cover letter in a single attachment by **July 15, 2023**, to Paula Porter, Human Resources Director, at pporter@domhou.org