

**Building and Grounds Manager**  
**Saint Faustina Catholic Church**  
**Fulshear/Katy/Richmond**

The Building and Grounds Manager is a key role responsible for overseeing and maintaining the grounds, buildings, equipment, and physical infrastructure of the parish campus to meet the physical and operating needs of the parish. This position, along with the facilities staff, will ensure the daily operations and maintenance of the campus are effectively sustained. This is an exempt position reporting directly to the Business Manager.

**Responsibilities include:**

- Responsible for the facilities management staff ensuring staff are effectively trained and performs the requirements of their positions in a satisfactory manner. Provide performance feedback on an ongoing basis.
- Oversight of all maintenance and operational activities of facilities, including building systems, utilities, and grounds. Ensure compliance with safety, health, and environmental regulations. Establish and implement a work order management program coupled with a preventative maintenance plan.
- Create and manage the facility management budget, ensuring cost-effective operations and adherence to financial guidelines. Identify opportunities for cost savings and efficiency improvements. Develop and administer an annual facilities budget in collaboration with the Pastor and Business Manager.
- Serve as the primary point of contact with the general contractor, sub-contractors, and other vendors involved in the construction of the new church building. Ensuring communications with the Pastor and Business Manager on all project related matters providing regular updates. Serve collaboratively with the parish's building committee and the general contractor.
- Develop and implement a strategic plan for facility management to align with the organization's overall goals.
- Evaluate and implement technology solutions to enhance facility management processes and efficiency including work order management system.
- Collaborate with external vendors, contractors, and service providers. Negotiate contracts, manage relationships, and ensure quality service delivery.
- Coordinates the bidding and contracts for work process and ensures the contract terms are fulfilled.
- Develop and implement emergency response plans to address potential disruptions or crises affecting facilities.

**Experience and Skill Requirements**

- **Educational Background:** Bachelor's degree in Facilities Management, Business Administration, Engineering, Architecture, or a related field or equivalent work experience required.
- **Professional Experience:** Minimum 5 years of direct relevant experience in facilities management with an emphasis on a multi-building campus, with an accomplished record of progressively responsible roles.
- **Budgeting and Financial Management:** Proven experience in budget development, financial management, and cost control within the context of facility operations.
- **Technology:** Experience with Facility Tree or similar work order management systems.
- **Supervisory and Leadership Experience:** Demonstrated experience in a leadership, supervisory, or management role within the field of facility management.
- **Industry Knowledge:** In-depth knowledge of facility management best practices, industry standards, and emerging trends. Familiarity with relevant regulations, codes, and compliance requirements.
- **Vendor Management:** Experience in negotiating contracts, managing vendor relationships, and ensuring quality service delivery.
- **Communication Skills:** Strong communication and interpersonal skills. Ability to effectively communicate with internal stakeholders, employees, and parishioners. Ability to speak Spanish preferred.
- **Risk Management:** Experience in identifying and mitigating risks related to facility operations and maintenance.
- **Physical Requirements:** Must have the ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and the ability to lift up to 50 lbs.

**Key points include:**

- Must be available to work weekends and evenings when necessary.
- Must be willing and able to respond to facilities-related emergencies as needed.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to [info@saintfaustinachurch.org](mailto:info@saintfaustinachurch.org) with Building & Grounds Manager in the subject line or mail to:

St. Faustina Catholic Church, 28102 FM 1093, Fulshear, TX 77441