

Director of Facilities
St. John Vianney Catholic Church
625 Nottingham Oaks Trail
Houston, Texas 77079

Summary:

St. John Vianney Parish is seeking a qualified individual to fill the position of Director of Facilities. Qualifications desired for the position include:

- Supervision and training of facilities management staff
- Oversight of maintenance and operational activities for buildings, grounds, and equipment
- Compliance with safety, health, and environmental regulations
- Development and implementation of a work order management program and preventative maintenance plan
- Management of facility management budget, including cost-effective operations and adherence to financial guidelines
- Primary point of contact with general contractor, subcontractors, and vendors for new church construction
- Strategic planning for facility management aligned with the organization's goals.
- Evaluation and implementation of technology solutions to enhance facility management processes.
- Collaboration with external vendors, contractors, and service providers
- Coordination of bidding and contracts for work processes
- Development and implementation of emergency response plans

Experience and Skill Requirements:

- Bachelor's degree in Facilities Management, Business Administration, Engineering, Architecture, or related field, or equivalent work experience
- Minimum 5 years of relevant experience in facilities management with multi-building campus emphasis
- Proven experience in budget development, financial management, and cost control
- Experience with Facility Tree or similar work order management systems!
- Demonstrated leadership experience in facility management.
- In-depth knowledge of facility management best practices, industry standards, and emerging trends
- Experience in negotiating contracts, managing vendor relationships, and ensuring quality service delivery.
- Strong communication and interpersonal skills, Spanish proficiency preferred.
- Experience in identifying and mitigating risks related to facility operations and maintenance.
- Physical requirements include 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.
- Availability to work weekends and evenings when necessary.
- Willingness and ability to respond to facilities-related emergencies as needed.

St. John Vianney Parish was established over fifty years ago and is located on twenty-two wooded and landscaped acres in west Houston. The parish community consists of five thousand families who regularly use the large church, chapel and nine support buildings occupying over 50,000 square feet.

The facilities are in excellent condition and are maintained by in-house staff and outside contractors. The campus contains varied HVAC mechanical components which include but is not limited to two air-cooled screw compressor chillers (160 and 200 tons), split, package, and DX systems, multiple pumps, automated controls, and a boiler.

Most of the equipment at the facility is automated including lighting, HVAC, irrigation, fire alarm, etc., and can be monitored and operated remotely.

Inquiries and resumes should be directed to:
Henry Sustaita, Business Manager
Email: hsustaita@stjohnvianney.org
St. John Vianney Catholic Church
625 Nottingham Oaks Trail
Houston, TX 77079