

# **Building and Grounds Manager**

## **St. Faustina Catholic Church – Fulshear/Katy/Richmond**

Are you ready to embark on a thrilling journey of faith and growth? St. Faustina Parish in Fulshear seeks a passionate and skilled Building and Grounds Manager to join our vibrant community and serve our parish community.

At St. Faustina, we are blessed with incredible growth and are currently in the middle of our campaign to build a new church. Our commitment to the community we serve is unwavering, and our hope is to create a space where all encounter Christ in profound ways.

St. Faustina is more than just a parish - we are a center of Divine Mercy, where the love and mercy of Jesus Christ are lived, experienced, and shared. As our Building and Grounds Manager, you will have the incredible opportunity to direct the beauty and operating nature of the campus guided by the Holy Spirit.

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. If you are passionate about the importance the physical appearance of the church and that it operates well in service to the parish community, St. Faustina Parish welcomes you with open arms!

Our ideal candidate should have at least five years of experience in facilities management with an emphasis on a multi-building campus.

A Bachelor's degree in facilities management, business administration, engineering, architecture, or a related field is required.

Join us as we move closer to our vision of becoming a Center of Divine Mercy.

### **Key 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.
- 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.
- Coordinate the parish's security committee.
- Supervise the facilities staff.

Physical Requirements: Must have the ability to work from ladders, adjust to height and close quarters, withstand heat and cold, have 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 [deaconrandy@saintfaustinachurbh.org](mailto:deaconrandy@saintfaustinachurbh.org) with Building & Grounds Manager in the subject line or mail to: St. Faustina Catholic Church, 28102 FM 1093, Fulshear, TX 77441