

# Director of Facilities

## Sacred Heart Catholic Church- Conroe

704 Old Montgomery Rd Conroe, TX 77301

**Summary:** Supervisory role to create, implement and evaluate a Preventative Maintenance Schedule for the entire campus, Church and School, while also participating in and supervising the Maintenance Team with daily responsibilities and work orders while adhering to all governmental, parish and Archdiocese regulations and procedures; to ensure a clean, sanitary, safe and welcoming environment.

**Education/Experience:** The Director of Facilities must be dependable, mechanically inclined and able to manage time effectively. The position requires that the employee have attention to detail and the ability to meet deadlines. It is preferred the successful candidate be a high-school graduate with 7 years of general maintenance experience. A technical or associate degree is preferred. The position requires at least 3 years of supervisory experience. Prior experience working in a parish or school setting is preferred but not required. Fluency in English/Spanish both written and verbal is preferred but not required.

Submit cover letter and resume with Subject Line "Director of Facilities" to [fillescascas@shconroe.org](mailto:fillescascas@shconroe.org).