

**Facilities Manager
Catholic Cemeteries
Archdiocese of Galveston-Houston
Mt. Olivet, 7801 Gulf Frwy., Texas City, TX**

Summary:

The Catholic Cemeteries seeks a full-time Catholic Cemeteries Facilities Manager. The Facilities Manager would be responsible for monitoring the cemeteries facilities buildings, roads, fences, trees, memorials, mausoleum, vases, walls, fences, gates vehicles and equipment. Scheduling maintenance on properties, buildings and equipment. The Facilities Manager will work in liaison with the Executive Director to maintain the Catholic Cemeteries. The Catholic Cemeteries Facilities Manager will in liaison with the Executive Director oversee the Grounds and Walks Manager and the Grounds team. You will plan and prepare the cemeteries for events, burial and storms or hurricanes. You will work closely with the Executive Director on to prepare the cemeteries for special projects. This is a full time Monday through Friday 8:30 am to 4:30 pm position and may occasionally require weekend and after hour surveys of cemeteries.

Knowledge, Skills and Ability:

Bachelor's, associate degree or Certifications in a relevant field such as horticulture, landscape management, or related discipline. Mechanical, plumbing and heavy equipment knowledge. Previous experience in cemetery management, landscaping, facilities management, or related field. Strong leadership and team management skills. Excellent communication and interpersonal abilities. Knowledge of relevant regulations and practices related to cemeteries. Proficiency in computer applications such as Microsoft Office and email. Ability to work effectively under pressure and handle sensitive information and situations with tact and professionalism. This role is crucial in ensuring the cemeteries are maintained to a high standard and provide a Christian, peaceful and respectful environment for visitors and honoring the memory of those who are laid to rest. The position requires strong organizational skills, attention to detail and the ability to effectively manage the grounds team scheduling jobs needing to be completed.

This involves developing and implementing maintenance schedules, ensuring compliance with safety standards and management. This position would be responsible for working closely with the Executive Director regarding the ordering parts, tools, equipment, grass, dirt, hurricane and storm preparations, repairs and inspecting properties. Scheduled maintenance repairs on the backhoe, the mausoleum lift, lowering devices, the ATV, the cemetery trucks cleaning and inspecting the cemetery locations for potential hazards and regular safety inspections at all five locations reporting back to the Executive Director. Project management reports to the Executive Director to work on special projects. Providing regular reports to the Executive Director on the status of cemetery maintenance activities, operations and significant developments or issues. Ability and willingness to work well with other team members. Ability and knowledge to decipher the cemetery maps, ledger and plat information when required.

Physical Demands:

The Catholic Cemeteries Facilities Manager will occasionally be exposed to extreme outdoor temperatures. You should be able to lift 50lbs or more.

Interested candidates may send a cover letter, with salary requirement, and resume to resume@archgh.org
Please place Facilities Manager on the subject line.