



**Diocese of Laredo  
Job Announcement**

Posting Date: July 7, 2021

**Application Deadline: Until Filled**

<b>Position:</b> Facilities Manager	<b>FLSA Status:</b> Exempt
<b>Minimum Requirements:</b> Bachelor's Degree in a related field. Three years of experience and proficiency in the following areas: building and construction, plumbing, electrical, carpentry, and building maintenance. Administration, management and supervisory experience as well as knowledge of budgets is required. Must have good communication skills, both oral and written in English and Spanish. Must be able to lift and carry up to 40 lbs.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery
<b>Position Status:</b> Full-Time (32 hours per week)	<b>Work Schedule:</b> Mon-Thurs., and as needed. On-call duties.

**Position Summary:**

The Facilities Manager is responsible for the overall operation of the diocesan facilities, their safety, maintenance, and operational status. Provide expertise, supervision, planning and daily coordination for the management of all diocesan facilities. Responsibilities include: building and equipment maintenance, building improvements, overseeing construction and remodeling projects, safety and risk management, budgeting, record-keeping, and reporting. Travel is required to perform the essential duties of the position.

**Essential Duties, Functions and Responsibilities: (A complete position description is available at the HR Office.)**

- Will ensure that all construction projects are approved through the Construction Committee.
- Performs review of diocesan properties for proper maintenance and operational efficiency.
- Oversee maintenance and improvements systems and long-term planning and development; including major building renovations and rehabilitation projects.
- Supervises custodial and maintenance staff; provides direction and evaluation.
- Evaluates reported maintenance problems and performs repairs or orders repairs as needed.
- Oversee the building and maintenance inspections required by local, state, or federal laws.
- Ensure that all required permits are kept current.
- Ensures that job sites are properly cleaned and ensures safety at all times.
- Evaluates and hires contractors as required.
- Responsible for department budget; adhering to fiscal policies and procedures.
- Create, revise and update policies and procedures as they relate to facilities and construction.

**Additional Skills, Certifications or Licenses Required:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources  
Diocese of Laredo  
1901 Corpus Christi St.  
Laredo, Texas 78043  
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement**