



# Diocese of Laredo Job Announcement

Posting Date: January 25, 2024

**Application Deadline: Until Filled**

<b>Position:</b> San Agustin Cathedral Facilities Manager	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Associates degree in an Architectural/Engineering or related field, preferably Mechanical or Electrical. Two years of similar experience is required. Experience must include general knowledge of central utility plant equipment (chiller, steam boilers, hydraulic systems, building controls, electrical, and air handlers) in a critical building environment. Must have a broad knowledge of TJC, OSHA, EPA, NFPA and other government, state and local regulatory agencies standards. Proficient use of software such as Microsoft Word, Excel, Project, emails.	
<b>Start Date:</b> Immediate	<b>Location:</b> San Agustin Cathedral
<b>Position Status:</b> Full-Time (40 hours per week)	<b>Work Schedule:</b> Mon-Fri., and as needed. On-call duties.

**Position Summary:**

The San Agustin Cathedral Facilities Manager creates, implements, and oversees the maintenance and repair program for the Historic San Agustin Cathedral building, parish hall, and rectory buildings.

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

- Creates maintenance and preventative care program in compliance with US Department of Interiors recommendations for historic structures.
- Implements maintenance and preventative care program
- Monitors and keeps updated logs of building component conditions and indicates appropriate interventions for proper repair and/or maintenance.
- Manages resources: schedules, supplies, equipment, chemicals, inventory and storage control.
- Administers and tracks all necessary activities related to maintain warranties for all building systems
- Manages the use of and maintenance of all building systems such as HVAC, Electrical, Plumbing, Audio/Visual, and Fire Protection.
- Coordinates all necessary third-party inspections such as HVAC controls and Fire Protection.
- Oversees building cleaning and landscaping upkeep.
- Manages grounds maintenance and repair budgets.

**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) 764-7867

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. 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