

Trinity Episcopal School and Church – Galveston Texas

Facilities Manager

Trinity Episcopal School and Church seek a Facilities Manager to oversee the upkeep, repair, and maintenance of the shared campus. The Facilities Manager will report to the leadership of the School and Church and oversee the housekeeping and maintenance staff. While the Facilities Manager must be able to perform light repairs, the School and Church will entrust this person to coordinate and oversee all contractual work from outside vendors.

Essential Responsibilities and Duties:

Oversee the physical operation of the church school and church campus.

Manage the housekeeping staff.

Ensures facility readiness for day-to-day events of the school and church as well as special events, handling the set-up and breakdown for classrooms, offices, meetings, and events.

Coordinate with Building Committees of the school and church to arrange bids and projects to be completed by outsider contractors.

Oversee compliance with contractual agreements and budgetary restrictions, ensuring work is timely, cost effective, and high quality.

Work with School and Church leadership to develop and manage the budget for buildings and grounds.

Establish a facilities office calendar and routine that balances time for on-going preventive maintenance, new projects and improvements, preparation and clean up for school and church events, and a responsive review, prioritization, and execution of day-to-day work orders.

Maintain records, plans, permits, warranties, operating manuals, etc. for buildings, equipment, and grounds.

Oversee maintenance and fueling of the school activity bus.

Maintain a safe, secure, and attractive physical environment.

Lead the preparations of the campus in case of impending inclement weather and the immediate recovery efforts allowing, whenever possible, a prompt and safe return for the School and Church community.

Education and Experience Required:

Bachelor's Degree, preferred

Experience in basic maintenance of buildings and grounds (plumbing, electrical, carpentry)

Competency with basic technological tools (email, word processing, spreadsheets)

Strong interpersonal communicator and team player

Able to perform all duties of the job, including physical demands such as: walking or standing for extended periods; climbing stairs; lifting up to 50 lbs. of equipment; and driving an automobile

Qualities Desired:

Detailed and accuracy-oriented

Clear and effective written and verbal communication skills in English; ability to also communicate in Spanish is preferred but not required

Ability to remain calm under pressure

Comfortable with receiving direction as well as providing staff with direction

Strong work ethic

If interested in the position, please send a cover letter and resume to Marie Kidd, Head of School at mkidd@tesgalv.org