

# Maintenance Worker

## Holy Family Parish and School

1010 35<sup>th</sup> Street  
Galveston, Texas 77550

### **Who we are:**

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church; and a parochial school – Holy Family School. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

### **Position Summary:**

Holy Family Parish has an immediate opening for a Maintenance Worker. The Maintenance Worker is responsible for the maintenance, cleanliness, and repair of parish and school facilities; performs a variety of general facility and equipment maintenance duties, assists in cleaning requirements, both indoor and outdoor; and repairs facilities and equipment as needed depending on skill level and experience. The Maintenance Worker also helps to provide adequate maintenance and preventive maintenance on all parish equipment, buildings, grounds to ensure safety to all persons, including staff and visitors, and to extend the life and appearance of these items. The Maintenance Worker reports to the Facilities Manager.

### **Responsibilities:**

- Help with a variety of installation, repair and renovation to buildings including, but not limited to minor work with electrical, carpentry, HVAC, plumbing, and semi-skilled tasks in construction, repair and maintenance of parish facilities.
- Helps in performing routine preventative maintenance throughout the parish on both facilities and equipment.
- Minor installation, repair and renovation of some equipment including metal and wood equipment, electrical appliances, valves, gas stoves, sinks, commodes, hand basins, windows, doors, flooring, and water and sewage lines.
- Rough painting, concrete laying, and patch plastering. Removes and replaces defective areas in church and school walls and floors.
- Moving and transporting miscellaneous items to and from parish facilities.
- Assists other areas related to overall maintenance of parish facilities.

- The above does not exhaust duties. Other duties may be required from time to time through the immediate supervisor.

**Qualifications:**

Must have a high school diploma or G.E.D. and a valid State driver's license. Must be 21 years of age or older. Has knowledge of procedures, practices, tools, and equipment used in maintenance. Must possess ability to:

- Move, load and unload equipment and supplies weighing 35 pounds or heavier.
- Work independently without direct supervision.
- Walk long distances around the parish; bend, stoop, squat and reach; climb ladders.
- Make judgement related to emergency and safety matters.

**CERTIFICATES, CLEARANCE, LICENSES**

Valid Driver's License, CMG/ Safe Haven Training, Background check.

Interested and qualified candidates should send their CV and Cover Letter to:  
[shepherdhfp@gmail.com](mailto:shepherdhfp@gmail.com)