

Archdiocese of Galveston-Houston
Building Maintenance Technician
St. Dominic Chancery
2403 Holcombe Blvd.

SUMMARY

The Chancery maintenance department, under the direction of the Chancery Facilities Manager, seeks a Building Maintenance Technician to assist with repairs, daily upkeep and the overall preservation of Chancery operated buildings. This position will specialize in room set ups, wall repair, medium duty carpentry, moving furniture, stocking janitorial supplies, and will be expected to assist the Lead Maintenance Technician with performing minor and routine repairs as directed. Other duties may arise from time to time as may be expected in the normal course of business. This position is a full-time, 40 hours per week, benefits eligible position. The Building Maintenance Technician will be expected to conduct oneself in a Christian manner showing respect for clergy, co-workers, staff, and visitors.

The Archdiocese of Galveston-Houston serves more than 1.7 million Catholics in 146 parishes across 10 counties and is pastored by Daniel Cardinal DiNardo assisted by Auxiliary Bishop Italo Dell'Oro.

EDUCATION and EXPERIENCE

High School Diploma or equivalent with a minimum of two (2) years building maintenance experience including electrical and mechanical systems.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow directions and work independently to complete assigned tasks.
- Troubleshoot and report maintenance problems.
- Knowledge of use and safety requirements of various tools including but not limited to: key machine, wrenches, drills, compressors, and testing meters.
- Ability to complete work orders in a timely manner.
- Ability to lift and push a minimum of 100 lbs., climb and work on a ladder, bend, and stoop, squat, reach, and read.
- Knowledge of basic computer skills with experience using MS Word, Excel, and Outlook.
- Willingness to successfully complete classes or training required for the position.
- Must possess a current valid Texas Driver's license.
- Pre-employment drug screening and driving history report are required.

Suitable candidates should submit a cover letter, resume, and salary requirement* via email to: resume@archgh.org with Chancery Building Maintenance Technician on the subject line.

* Applicants who do not include salary requirement may not be considered.