

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

**SUMMARY**

The Chancery maintenance department, under the direction of the Chancery Facilities Manager, seeks a Lead Maintenance Technician to assist with repairs, daily upkeep and the overall preservation of Chancery operated buildings. This position will diagnose and perform minor and routine maintenance and repair work including, but not limited to: electrical, carpentry, plumbing, HVAC, appliances, cabinetry, doors, locks, windows, security systems, and fire protection equipment. 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 Lead 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 five (5) years building maintenance experience including electrical and mechanical systems.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work independently to complete assigned tasks.
- Troubleshoot and correct maintenance problems.
- Knowledge of use and safety requirements of various tools including but not limited to: key machine, wrenches, drills, compressors, and testing meters.
- Proficiently inspect buildings and other structures to document and report the required repairs.
- Ability to prioritize and 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.
- 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](mailto:resume@archgh.org) with Chancery Lead Maintenance Technician on the subject line.

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