

# Maintenance Technician

## Holy Family Catholic Church

1510 5th St.  
Missouri City, TX 77489

### **Position Analysis**

Installs, maintains, and repairs machinery, equipment, physical structures, pipe and electrical systems on Parish campus. Performs a variety of work in the general maintenance and repair of buildings, facilities, parking grounds, and equipment to ensure the efficient operation of the Parish campus.

### **Personal Qualifications**

Be an individual who is driven by the Catholic faith and is willing to fulfill the vision and mission of Holy Family Catholic Church; enjoys working with people; an ability to work as a team with Parish Staff members, ministry leaders, and volunteers; has excellent organizational skills and an ability to handle multiple projects; understands the importance of confidentiality of church records and conversations; displays good judgment, emotional control, and integrity.

### **Reporting Function**

This position reports directly to the Pastor, Parochial Vicar, and Facilities Manager.

### **Job Description**

Duties, responsibilities, and activities may change at any time, and can include:

- Establishes accountability for maintaining a clean, functional, clutter-free, and safe facility.
- Performs minor and major repair on all buildings and equipment. Large-scale repairs are performed by qualified professional contractors, under the supervision of the Facilities Manager.
- Performs preventative maintenance procedures on building mechanical equipment on a scheduled basis.
- Inspects and replaces filters, windows, etc., as needed.
- Performs basic electrical installation and repair work in wiring for switches, outlets, plugs, cables, power circuits, and appliances; repairs lighting systems, inspects electrical systems for unsafe conditions.
- Install equipment as needed.
- Assists with the renovation/remodeling of buildings; repairs plaster and drywall; paints building structures.
- Maintains records of scheduled maintenance procedures.
- Reports mechanical malfunctions to the appropriate party for action.
- Responds to emergency maintenance requests as required, during and after regular work hours.
- Effectively use a variety of hand and power tools; read blueprints.
- Performs light grounds-keeping and janitorial services as needed.
- Moves and transport furniture, files, tools, and equipment.
- Maintains clean, safe, and orderly work site(s).
- Practices safe working habits and exercises safety precautions while performing maintenance tasks and functions.
- Attends and participates in the Parish Disaster Committee meetings.

### **Educational Requirements**

High School diploma or G.E.D. required. Must have a valid state driver's license. Must be 21 years of age or older. Must have experience with and knowledge of procedures, practices, tools, and equipment used in the maintenance tasks described above. Must be able to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Bilingual (English/Spanish) a plus.

### **Physical Demands**

Must be able to move, load, and unload items weighing up to 50 pounds without assistance, as well as walk long distances, squat, reach, crawl, bend, stoop, and climb ladders.

### **Work Environment**

Some outdoor work in rain, low temperatures, and high temperatures will be required.

### **Scope of Position**

Non-exempt, part-time position. The Office is closed on Archdiocesan holidays. Additional benefits will be discussed during the interview. This job has no supervisory responsibilities.

### **How to Apply**

Submit your cover letter and resume via email to [information@holyfamilychurch.us](mailto:information@holyfamilychurch.us) with the subject line: MAINTENANCE TECHNICIAN POSITION APPLICATION. Deadline for submission: **February 15, 2022**.