

**Archdiocese of Galveston-Houston
Chancery Facility Maintenance Technician II
St. Dominic Chancery**

SUMMARY

The Archdiocese of Galveston-Houston Chancery Facilities Maintenance and Operations Office seeks a Maintenance Technician II. This position, in coordination with the department leadership, procures, performs, directs and/or oversees projects for remodeling, improving, or changing the physical plant and grounds of Chancery facilities, building systems, and structures as assigned. This position will be responsible for overseeing some work being performed by contractors providing maintenance and renovation services to the Archdiocese with all assessments and issues provided to their department manager to review and manage. Required knowledge of commercial and residential building construction that would be relevant to maintenance of these building types, ability to read and understand construction drawings, specifications, operation and maintenance manuals, knowledge of construction materials means and methods, and proven knowledge of proper safety practices and standard personal protective equipment. This position will require experience with the use of powder actuated tools and using lifts and moving equipment.

This position requires a high level of confidentiality and mature professionalism as well as strong interpersonal skills in carrying out all tasks and responsibilities. This is a full-time, 40 hours per week, 12-month, benefits eligible position. There may be some weekend or evening work.

EDUCATION, EXPERIENCE, and CERTIFICATIONS

High School Diploma with some continuing education preferred, and a minimum 7- 10 years facility maintenance and operations related experience, with up-to-date computer skills and knowledge of relevant software including Microsoft Word, Excel, Outlook required. Candidates must hold a valid TX Driver's License and have reliable transportation. OSHA 10- or 30-Hour Certification and CPR and First Aid training a plus.

Suitable candidates may send a cover letter, minimum salary requirement*, and resume to resume@archgh.org. Please place **Chancery Facility Maintenance Technician II** on the subject line.

****Submissions which do not include a minimum salary requirement may not receive consideration.***