Plant Maintenance Technician
St. Bernadette Catholic Church
15500 El Camino Real
Houston, TX 77062

Position Summary:
St. Bernadette Catholic Church is a 2300-family parish in the Clear Lake area. We have an opening for a full-time Plant Maintenance Technician. This position oversees completion of daily operations including: equipment, grounds, maintenance, safety, and HVAC management systems for the parish. Must be able to perform maintenance of buildings and grounds including: semi-skilled carpentry, plumbing, electrical, and other repair work that does not specifically require a licensed professional.

Responsibilities:
• Performs tasks assigned by the Administrator
• Identifies maintenance issues and makes needed repairs
• Works with the volunteers
• Is involved with budgeting
• Keeps accurate records of equipment and repairs
• Contacts contractors, works with them while on campus, and follows up to ensure repairs are completed
• Communicates well with church personnel, visitors and vendors
• Responds to emergency maintenance or facilities issues
• Works well with outside contractors, vendors, and inspectors
• Shows initiative and can work independently
• Ability to perform physical activities that include climbing, walking, bending, lifting etc.
• Completes monthly safety and building check lists for a safe and clean environment

Qualifications/Experience:
• Experience in all aspects of maintenance including HVAC, plumbing, electrical, carpentry, and general repair
• Experience with boilers and chillers recommended
• Candidates for the position must be able to lift 50 lbs., climb ladders, perform room set ups and take downs
• High School diploma or equivalent required
• 3+ years in building services related experience or training
• Works well in a team environment
• Must possess excellent written, verbal, computer, and organizational skills
• Must be able to pass a traditional background check
• Must be able to complete Safe Environment training

Suitable candidates may send a cover letter, resume, and minimum salary requirements to Kathleen Keating at keatingk@stbchurch.org. Please place the job title on the subject line.