

**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](mailto:keatingk@stbchurch.org). Please place the job title on the subject line.