

Maintenance Tech

Sacred Heart Catholic Church- Conroe

704 Old Montgomery Rd Conroe, TX 77301

Summary: The Maintenance Technician role is to assist in maintaining a clean, safe, and welcoming facility for all parish functions in order to foster the development of the work of Christ.

Common Duties Performed

- Maintenance
 - Performs preventive and reactive maintenance of the Rectory, Convent, Church, School and other parish buildings.
 - Setting up the chairs and tables in the facility
 - Hauling and moving items and picking up parts or other equipment
 - Assures the collection of and disposal of trash and garbage
 - Special projects as assigned
- Administrative
 - Administrative duties including processing work orders and email correspondence
 - Process packing slips in accordance with parish policies
 - Attend staff meetings
- Other Requirements/Responsibilities
 - Possesses the ability to work well with limited or direct supervision
 - Must maintain confidentiality as appropriate
 - Have solid interpersonal, written, and verbal communication skills
 - High level of independent thought and initiative
 - Ability to work collaboratively with clergy, staff and volunteers

Education/Experience: The Maintenance Technician must be dependable, mechanically inclined and able to manage time effectively. The position requires that the employee have attention to detail and the ability to meet deadlines. It is preferred the successful candidate be a high-school graduate with 3 years of general maintenance experience. Prior experience working in a parish or school setting is preferred but not required. Fluency in English/Spanish both written and verbal is preferred but not required.

Submit cover letter and resume with Subject Line "Maintenance Tech" to fillescascas@shconroe.org.