

Maintenance Technician I

Circle Lake Retreat Center

Circle Lake is a unique archdiocesan retreat center with a capacity for 150 people in a 43-acre property amid the woods in the North part of Houston, between Tomball and Pinehurst. The Center is equipped with 18 fully functioning houses, a chapel, two conference rooms, high-speed internet access, six meeting rooms, a dining hall, food services, multiple prayer spots, an outdoor theater, and entertainment options. The retreat center serves multiple parishes, communities, and movements all year under the stewardship of the Family Life Ministry Office.

Summary:

The Archdiocese of Galveston-Houston seeks suitable candidates for Maintenance Technician at Circle Lake Retreat Center. This position reports to the Facilities Director and ensures the property's daily maintenance is delivered properly. It performs high-quality, high-efficiency preventive and corrective maintenance actions at Circle Lake in close collaboration with the Facility Manager and the Facility Coordinator.

The position must provide outstanding results in the hands-on delivery of maintenance projects and programs and support retreatant events as needed.

Education/Experience Requirements:

High School Diploma or equivalent, with experience related to maintenance in carpentry, painting, landscaping, plumbing, irrigation, hydraulic systems, HVAC, electrical, or other related to facility, road, or landscaping maintenance. Great collaboration skills and work ethics are a must.

Must be able to read, write and speak English and Spanish is a plus. Valid Texas Driver's Licence required.

Suitable candidates should submit a cover letter, with a resume, and desired hourly range* to resume@archgh.org. Please place Maintenance Technician on the subject line.

*Applicants who do not include desired hourly range may not receive further review.