

Maintenance Technician II

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 fully 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 round under the stewardship of the Family Life Ministry Office.

Summary:

The Archdiocese of Galveston-Houston is seeking candidates for the role of Maintenance Coordinator at Circle Lake Retreat Center. This position, reporting to the property's Facility Manager, is instrumental in coordinating and maintain the care and upkeep of Circle Lake's facilities. The Maintenance Coordinator implements preventive, recurrent, and corrective maintenance actions and coordinates with the Facility Manager, the Facility Technicians, vendors, and volunteers.

The position will provide outstanding results in leadership and coordination of maintenance projects, hands-on implementation of specific maintenance initiatives, vendor management, and event preparation support.

Education/Experience Requirements:

High School Diploman or equivalent and at least 3-5 years experience as a lead management technician in Maintenance. Good leadership and supervisory skills are required. Certifications and specific skills in landscaping, plumbing, irrigation or hydraulic systems, HVAC, electrical, or other related to facility, road, or landscaping maintenance are preferred. Great collaboration skills and work ethics are a must.

The Maintenance Coordinator must be fluent in English and some Spanish fluency is a plus. A valid Texas Drivers Licence is required.

Suitable candidates should submit a cover letter, with a resume, and minimum requested salary range* via email to resume@archgh.org Place Circle Lake Maintenance Coordinator on the subject line.

**Applicants who do not include minimum requested salary my not receive further review.*