

# Full-Time Maintenance

## St. Pius V Catholic Church

Pasadena, Texas

### Building:

- Perform repairs of all buildings and equipment
- Oversee Building & Maintenance plan
- Coordinate with third-party contractors for outsourced work
- HVAC – Change out filters
- Perform minor electrical work
- Perform sheetrock work
- Replace light bulbs throughout the property.
- Repair broken doors, windows, locks and closets
- Install window blinds
- Perform various painting projects
- Respond to emergency maintenance requests
- Ensure the property is hurricane-protected and winterized
- Order supplies
- Perform any other task assigned by Pastor

### Grounds:

- Perform outside custodial duties including mowing and trimming, and upkeep of overall grounds appearance. Keep grounds safe and clean.
- Maintain the equipment
- Oversee the landscaper
- Open/Close the gates as needed
- Order supplies
- Perform any other task assigned by Pastor

### General:

- Needs to be available on weeknights and weekends, as needed, in case of emergencies and days parish festivals are held.
- Hours may need to change, especially during summer, Christmas, and Easter as parish events occur. There could be added time to Friday or Saturday events.

### Education/Experience:

- High school graduate
- Certifications and Licenses

This job description does not set forth the exclusive standards for this position. The employee will follow any other instructions and perform any other related duties as required by the Pastor. Interested candidates may email a cover letter, and resume, including any salary requirements to [frbenjamin@stpiusvchurch.com](mailto:frbenjamin@stpiusvchurch.com).