

Full Time Facilities Technician (entry level)

Sacred Heart Catholic Church and School

Conroe, TX

Primary Functions:

The Facilities Technician is responsible for general maintenance and repair of the buildings and grounds; and supporting the needs of the church, school and ministries that meet on campus. The facilities technician will work alongside and support other facilities technicians. This position will respond to emergency situations to minimize the risk of campus downtime and/or loss of property or due to unforeseen circumstances such as disruption of HVAC, plumbing, electrical, lighting, building access, other utilities or services, etc.

Major Responsibilities/Activities:

- Provide facilities support and preventive maintenance to all campus buildings.
- Provide hands-on labor for repair and maintenance of buildings, grounds and equipment.
- Maintain, service, clean and properly store equipment.
- Perform litter removal on campus.
- Interior and exterior painting.
- Participate in minor construction projects.
- Power washing.
- Assembly and relocation of furniture and equipment.
- Provide appropriate security measures.
- Perform locking and unlocking functions.
- Other related assignments as required to support the church and school.

Skills Requirements:

- Competent and safe use of hand power tools.
- Basic knowledge of HVAC, electrical, plumbing, carpentry.
- Bilingual a plus. (English and Spanish)
- Must be able to use a computer to check emails, schedules, work orders and research parts as necessary.
- Flexibility to work nights and weekends and some holidays as scheduled or requested.
- Must be able to lift 50 pounds, push or pull heavy loads or carts.
- Must be able to work in various positions indoors and outdoors for several hours year-round.
- Must be ethical.
- Must be a good communicator and collaborator.
- Must be able to interact with staff, ministries and volunteers.
- Valid Texas Driver's license required.

Education:

- High School diploma or equivalent.

The responsibilities listed above are representative of the position but are not all inclusive. This position includes other responsibilities identified as needed and appropriate assignments requested by the director of facilities, business manager or clergy. Suitable candidates should submit a cover letter with resume to:

ccockburn@shconroe.org.