

**St. Mary Seminary  
Facility Maintenance Technician  
Archdiocese of Galveston-Houston**

St. Mary Seminary of the Archdiocese of Galveston-Houston exists for the personal, spiritual, academic and pastoral preparation of men for the Roman Catholic priesthood, is seeking suitable candidates for the position of Facility Maintenance Technician. Located on Memorial Drive in Houston, the Seminary sits on a beautiful wooded campus and the Facility Maintenance Technician will be expected to provide high-quality, high-efficiency preventive and corrective maintenance for the buildings and the grounds as assigned by the supervisor. This position is a full-time, benefits eligible position.

**Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of some but not all of the knowledge, skill, commitment and ability required.

- Knowledge of commercial and residential building construction that would be relevant to maintenance of building types.
- Knowledge of reading and understanding construction drawings.
- Knowledge of principles and practices of proper facility maintenance and building operations.
- Knowledge of construction materials means and methods.
- Must have a service-oriented attitude that actively looks for ways to help others.
- Ability to remain generally positive, flexible, and adaptable.
- Must be highly motivated and service oriented.
- Flexibility of work hours including occasional on-call evenings and weekends is a requirement.

**Education/Experience Requirements**

- 2-5 years of facility maintenance and operations related experience.
- Computer skills and knowledge of relevant software including Microsoft Word, Excel, Outlook.
- Must hold a valid TX Driver's License and have reliable transportation.
- High School Diploma or equivalent.
- Must be able to read, write and speak English and Spanish is a plus.

Suitable candidates should submit a cover letter, with a resume, and desired hourly rate\* to [resume@archgh.org](mailto:resume@archgh.org) Please place St. Mary Facility Maintenance Technician on the subject line.

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