

Job Title: Diocesan Handyman (Part-Time)

Location: Pastoral Center San Angelo

Schedule: 10 + hours per week (hours dependent on need)

Position Purpose

To provide "on-call" and scheduled repair services to ensure the Pastoral Center campus remains functional, safe, and aesthetically pleasing. The Handyman serves the community by preserving the physical assets of the Diocese, allowing the clergy and staff to focus on ministry and administration.

Primary Responsibilities

- **General "Fix-It" Tasks:** Repairing leaky faucets, patching and painting drywall, replacing cracked floor tiles, and fixing broken cabinetry or pews.
- **Light Electrical & Plumbing:** Replacing light fixtures/LEDs, clearing minor clogs, and repairing toilet hardware (flappers/handles).
- **Interior Maintenance:** Hanging crucifixes, banners, or shelving; adjusting door closures and locks; and performing seasonal touch-up painting.
- **Exterior Maintenance:** Small-scale gutter cleaning, blowing or power washing walkways, and touching up exterior trim or signage.
- **Tool & Supply Management:** Maintaining an organized shop/tool area and advising the COO when supplies (hardware, paint, lightbulbs) need to be ordered.
- **Emergency Response:** Occasionally responding to urgent minor issues (e.g., a broken window or a door that won't lock) during off-hours if available.

Experience & Skills

- **"Jack of All Trades":** Proven experience in residential or commercial "handyman" work (plumbing, carpentry, painting, and basic electrical).
- **Problem Solver:** Ability to look at a broken item and determine the most cost-effective and durable way to fix it.
- **Independence:** Ability to work with minimal supervision and manage a "to-do" list effectively.
- **Tools:** Be Responsible with the tools used ensuring they are kept in good working order.

Special Requirements

- **Safe Environment:** Must undergo a background check and complete the **Diocesan Safe Environment (Virtus) training**, as the role often involves working in areas where children are present (schools/CCD).
- **Confidentiality:** Must exercise high discretion when working in the Rectory (priest's residence) or administrative offices.
- **Physical Ability:** Able to work in tight spaces (under sinks), crawl spaces, or on ladders; able to lift and carry tools and materials up to **50 lbs.**