

Part-Time Evening Maintenance Technician

St. Vincent de Paul Catholic Church

St. Vincent de Paul Church is seeking a Part-Time Evening Maintenance Technician (28 hours per week). This position supports the parish maintenance team in ensuring a safe, welcoming, and well-maintained campus. Responsibilities include performing light maintenance tasks, conducting facility inspections, and providing front desk and reception coverage during evening hours.

- Perform light corrective and preventive maintenance: replace bulbs/ballasts, reset breakers, unclog drains, tighten hardware, patch minor drywall, touch-up paint, minor furniture moves/assembly.
- Complete scheduled evening rounds: doors, lights, HVAC setbacks, restroom supplies, event room resets.
- Respond to on-campus work requests; triage issues and escalate to vendors/lead tech when needed.
- Keep maintenance closets and supplies organized; log parts used and needs for replenishment.
- Set up and break down rooms for meetings, faith formation, and ministry activities (tables, chairs, AV check).
- Greeting visitors and provide courteous assistance; answer phones and route calls/messages.
- Monitor lobby and entries for safety and direct foot traffic to appropriate spaces.
- Support basic administrative tasks: sign-in sheets, room calendars, simple data entry, deliveries/mail.
- Safety & Security (Shared)
- Maintain a visible, welcoming presence while staying alert to safety concerns.
- Lock/unlock per schedule; secure buildings at close; report hazards, incidents, or suspicious activity.

Education and Experience:

- 1+ year hands-on facilities/maintenance or building operations experience (church, school, or commercial setting a plus).
- Comfort with basic tools and repairs (hand tools, ladders up to 10–12 ft, minor plumbing/electrical).
- Customer-service mindset; calm, welcoming, and professional with parishioners and guests.
- Basic computer skills (email, spreadsheets, maintenance ticketing).
- Reliable, punctual, and able to work evenings and occasional weekends.
- Valid driver's license and insurable driving record (for supply runs or event support).
- Familiarity with access control/alarms and simple AV (mics, projectors, HDMI).
- Frequent walking between buildings; standing, bending, lifting up to 25 lbs.; ladder work.
- Exposure to typical maintenance conditions (dust, cleaning products, outdoor weather).

Please submit a cover letter, resume, and your minimum salary requirements to Tano Tovilla at etovilla@svdp-edu.org Be sure to include the job title in the subject line of your email.