

Part-Time Assistant Maintenance Technician

St. Francis Cabrini Catholic Church

POSITION SUMMARY:

As an Part-Time Assistant Maintenance Technician for St. Frances Cabrini Parish, you will play a vital role in ensuring a safe, clean, and well-maintained environment for students, staff, parishioners, and visitors. This position requires a detail-oriented and proactive individual who can handle a wide range of maintenance tasks, including routine inspections, repairs, and general upkeep of the facilities and grounds.

EXPECTATIONS OF EMPLOYEE:

- Has clear command of the English language, with some knowledge of Spanish as a plus
- Adheres to all policies, safety policies procedures and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards
- Communicates openly and regularly with Church officials, supervisors and team members

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform routine maintenance tasks, including plumbing, electrical, HVAC, and carpentry repairs.
- Conduct regular inspections of the buildings and grounds to identify maintenance needs and safety Hazards.
- Maintain and repair fixtures, equipment, and systems to ensure they are in proper working order.
- Assist with setting up and breaking down rooms for events, meetings, and services.
- Respond promptly to maintenance requests, prioritizing tasks based on urgency.
- Ensure compliance with safety regulations and maintain a clean and organized work area.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assist as needed with custodial tasks and special events
- Other responsibilities and duties as assigned

QUALIFICATIONS:

- High School diploma or equivalent
- Proven experience in maintenance, repair, and general facility upkeep
- Strong problem-solving skills and the ability to work independently with minimal supervision.

- Knowledge of basic plumbing, electrical, HVAC, and carpentry systems.
- Ability to lift and carry heavy objects, climb ladders, and perform physically demanding tasks.
- Trainable.
- Work schedule flexibility, since job responsibilities may require weekends in case of a maintenance emergency.

Applicants, please send your resume, income requirements and three (3) references to Fr. José Alonso and to our Director of Facilities Mr. Joe Sommerville to: jose.alonso@cabrinihouston.org and Joe.Sommerville@cabrinihouston.org or mail it to:

Fr. José Alonso
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