

# Maintenance Technician II

**Classification:** Full Time

**Work Schedule:** Monday - Friday, 6:00am to 3:30 pm

## **Job Summary:**

- Maintains all parish buildings, facilities, grounds, and equipment in good working order through proper repair, replacement, reconstruction, or preventative maintenance.
- Performs other duties or assignments required by the Pastor and or Business Manager.
- The position reports to the Business Manager and operates under close supervision with some latitude for the use of independent judgment and initiative.

## **Essential Job Duties:**

- Performs a variety of tasks including maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, and electrical.
- Conducts preventative maintenance.
- Moves chairs, tables, and other furniture as needed for event set-up.
- Completes other maintenance tasks as assigned.
- Assists with custodial duties as needed.
- Works under the close supervision of the Business Manager.
- Receives work assignments via Maintenance/Repair Request Forms and returns same to Business Manager for review when work task is completed.
- Utilizes proper safety equipment required for the assigned task.

## **Knowledge, Skills, and Abilities:**

- Must be familiar with standard concepts, practices, and procedures within the general maintenance field.
- Thorough understanding of maintaining buildings and equipment in good working order.
- Ability to rely on personal experience and judgment to plan and accomplish goals.

- Ability to lift over 50 pounds.
- Ability to climb and stand on ladders.
- Accuracy and attention to detail.
- Able to maintain a neat, clean, and safe work area.
- Friendly and approachable attitude with coworkers and visitors.

**Minimum Qualifications:**

Education and Trainings: High school diploma or G.E.D.

Experience: 4 years' relevant work experience preferred.

Language: Bi-lingual English/Spanish

Licenses/Certifications:

Must be VIRTUS trained within 30 days of employment and maintain certification throughout the employment period.

Valid Texas driver's license.

Please email resume to [WConley@St-mm.com](mailto:WConley@St-mm.com) or drop off at the parish office.