



# Diocese of Laredo Job Announcement

Posting Date: August 27, 2020

Application Deadline: Until Filled

<b>Position:</b> Maintenance Technician	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Two years of experience in building maintenance, yard maintenance and repair work. Completion of high school, GED, or equivalent, preferred. Must be able to carry, move and lift items up to 40 pounds.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery
<b>Position Status:</b> Full-Time (32 hrs.)	<b>Work Schedule:</b> Mon-Thurs., work non-standard hours and non-standard days, as needed

### Position Summary:

The Maintenance Technician is responsible for general building maintenance and repair. Work involves maintaining and repairing facilities, grounds, utility systems and motorized equipment. Works under supervision, with latitude for the use of initiative and independent judgment.

### Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Maintains and repairs facilities, buildings, equipment, machinery, vehicles and grounds.
- Performs minor carpentry, plumbing, electrical, construction, and mechanical maintenance.
- Mows grass, edges walkways and curbs, and trims trees and shrubbery.
- Performs painting and plastering.
- Loads and unloads supplies, tools and equipment.
- Cleans and maintains work area, machines and tools.
- Performs routine inspections of equipment and operating machinery.
- Performs exterminations of insects and rodents.
- Performs custodial duties in the absence of custodian.
- Performs other duties as assigned.

### Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Knowledge of building maintenance, yard maintenance and general repair work.
- Skill in the use of tools, power tools, and equipment.
- Skill in performing basic carpentry and mechanical maintenance.
- Ability to communicate and follow written and oral instruction in English and Spanish.
- Ability to see and hear.
- Ability to work in inclement weather.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St. \* Laredo, Texas-78043

(956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***