• **Maintenance Personnel (part-time) – St. Helen Parish of Rio Hondo** is accepting employment applications for one part-time maintenance person.

This position is responsible for general maintenance of St. Helen Catholic Church and grounds, performing general maintenance and repair tasks at the skilled and semi-skilled level. Tasks are performed in carpentry, electrical, and plumbing repairs and general repairs in response to service required.

**Essential duties and responsibilities:**
- Makes daily rounds of church buildings and grounds to identify maintenance needs and removes trash and discarded items.
- Repairs or replaces wiring and parts for electrical outlets, switches, light fixtures, and checks for repairs of gas leaks.
- Repairs or replaces plumbing fixtures and fittings (e.g. leaky faucets, clogged drains and sewer lines. Sprinkler system, damaged toilets, sinks and water cutoff.)
- Repairs and replaces water heaters and lavatory sinks.
- Makes carpentry repairs/replacements to damaged walls, roof, woodwork, floors, gutters and downspouts, windows, and cabinets. May perform painting functions.
- Repairs/replaces damaged walls, roofs, woodwork, floors, doors and door locks, window, door knobs and dead bolt locks. Repairs and replaces tile floors.
- Repairs/replaces and services heating units.
- Makes repairs and adjustments to and replaces various appliances and equipment; refrigerators, gas and electric stoves, heaters, electric motors, water heaters, and smoke detectors.
- Repairs or replaces door and window screens and installs window shades and window glass.
- Performs maintenance on maintenance vehicles such as tune-ups and oil changes, maintain vehicle clean.
- On stand-by duty for emergency calls after normal duty hours and weekends.
- Makes preventive maintenance inspections.
- Performs other related duties as assigned.

**Qualifications, education and/or experience**
- High school education or GED; or up to two years in building maintenance experience or vocational training; or equivalent combination of education and experience which include carpentry, plumbing, and electrical repairs, or an equivalent combination of education and experience.
- Good knowledge or techniques, methods, materials, and equipment used in plumbing, carpentry, and electrical repairs; and in the repair of household appliances, and heating systems.
- Ability to read and understand the English language, moderately complex repair manuals, and instructions/warning on cleaning agents; write service requests, maintenance reports, and inspection reports.
- Ability to establish and maintain effective working relationships with employees.
- Valid Texas driver’s license and eligible for coverage under housing fleet auto insurance.

Interested qualified candidates should contact Father Salvador Ramirez at (956) 748-2327.