



**Diocese of Laredo
Job Announcement**

Posting Date: April 25, 2025

Application Deadline: Until Filled

Position: Maintenance Technician		FLSA Status: Non-Exempt
Minimum Requirements: Two years of experience in building maintenance, yard maintenance and repair work. Completion of high school, GED, or equivalent is required. Must be able to carry, move and lift items up to 40 pounds.		
Start Date: Immediate	Location: Chancery	
Position Status: Full-Time (40 hours per week)	Work Schedule: Monday-Friday, work non-standard hours and non-standard days, as needed	

Position Summary: The Maintenance Worker is responsible for the maintenance of diocesan buildings and grounds to preserve and upkeep property and provide for safe facilities by performing duties requiring attention to detail, manual labor and ability to take direction, interpret instructions, work independently and carry out work plans. Services should be performed in an efficient manner and with the goal of providing clean, sanitary, safe facilities and to safeguard property against deterioration.

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

- Checks outside buildings for damage, litter and/or conditions of general deterioration.
- Does general cleaning on the grounds as directed.
- Changes lighting, lamps and air condition filters.
- Regularly inspects offices/buildings for safety and reports hazards immediately.
- Does lawn work, weeding and regular landscaping of diocesan properties.
- Cleans sidewalks of debris.
- Minor painting, carpentry, caulking, and electrical repairs.
- Upkeep of diocesan vehicle maintenance and service logs.
- Wash and clean vehicles as necessary.
- Works with supervisor and contractors in scheduling major repairs.

Additional Requirements:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Must pass a Motor Vehicle record check. Able to secure insurability at hire and maintain insurable status throughout employment.
- Knowledge of building maintenance, yard maintenance and general repair work.
- Skill in the use of tools, power tools, and equipment.
- Skill in performing carpentry, plumbing, electrical, construction, and mechanical maintenance.
- Skill in HVAC equipment.
- Ability to communicate and follow written and oral instruction in English and Spanish.
- Ability to see and hear.
- Ability to work in inclement weather.

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

For Employment Application, visit 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. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. 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!

The diocese reserves the right to revise, rescind or extend this job announcement