



U.S. PROVINCE OF THE MISSIONARY OBLATES OF MARY IMMACULATE, INC.

**OBLATE SERVICE CORPORATION
JOB OPENING**

The US Province of the Missionary Oblates is seeking a General Maintenance Technician located in San Antonio, TX.

Position: General Maintenance Technician
Location: San Antonio, TX
Company: US Province Missionary Oblates of Mary Immaculate, Oblate Service Corporation
Department: Maintenance
Employment Type: Full-time, non-exempt

About Us: The US Province Missionary Oblates of Mary Immaculate, Oblate Service Corporation, is dedicated to providing exceptional service and support to our community.

Job Summary:

Performs all maintenance needs necessary of the Oblate Hill entities grounds, facilities, utilities and equipment including the USP Province Support Office, MAMIUSA, Lourdes Grotto buildings and grounds, ORC Buildings 3-7, Oblate School of Theology (OST), Madonna Residence and Borzaga Residence. Also inspects and evaluates equipment to ensure they are in good condition.

Accountability

USP Facilities Manager

Key Responsibilities:

1. Inspect buildings and repair mechanical systems to ensure they meet health and safety standards
2. Perform maintenance and repairs of electrical systems (replace light bulbs and socket, electrical outlets, clean and repair circuit breaker panels, etc.)
3. Repair and maintain heating, plumbing, and systems to ensure proper functionality
4. Perform manual repairs when necessary (fix locks, replace windows, etc.)
5. Must be able to maintain, troubleshoot, and repair AC and refrigeration systems.
6. Perform general building upkeep procedures and tasks as assigned (i.e., painting and carpentry)
7. Assist with event setups and other maintenance areas as necessary

Qualifications:

- High school diploma or GED, required.
- Minimum of 3 years' experience in general maintenance, electrical, AC, plumbing, operation of equipment and general safety, required.
- Certificate in HVAC, building maintenance technology or relevant field will be a plus
- Proven experience as maintenance technician
- Basic understanding of electrical, plumbing, and HVAC systems
- Knowledge of general maintenance processes and methods
- Working knowledge of common power and hand tools, common appliances, and equipment
- Good communication skills
- Should be in good physical condition and able to lift and carry heavy objects to 40 lbs. by self and with mechanical apparatus.
- Ability to climb ladders, scaffolding, stairs and/or work from tall heights
- Must be able to exercise a full range of motion: manual dexterity with full use of hands, fingers, arms, shoulders, elbows, etc. and be able to lift, push, pull, and/or move up to 40 lbs.
- Must be able to kneel, crawl, stoop, climb, walk and stand for extended periods of time.
- May be exposed to extreme climate.
- Knowledge of safety standards and procedures and wear protective equipment.
- Knowledge of Roman Catholic Church philosophy and practices required.
- Bilingual in English and Spanish, required.
- Willing to work overtime when needed
- Self-starter with good time management skills.
- Must wear protective equipment and USP issued uniform required at all times.

Work Hours

Monday-Friday, 40 hours per week, with occasional evenings, weekends, Holidays, and emergencies as needed.

How to Apply: If you are a dedicated and experienced General Maintenance Technician looking to join a supportive and dynamic team, we encourage you to apply. Please submit your resume and cover letter to:

mluevano@omiusa.org