



CRISTO REY
JESUIT
COLLEGE PREPARATORY SCHOOL OF HOUSTON

Plant Maintenance Technician

Department: Facilities

FLSA Classification: Exempt Employee Type: FT/12-mo

Reports To: Director, Facilities and Operations

Who We Are: Opening in 2009, Cristo Rey Jesuit now has student enrollment of nearly 450 young men and women. Cristo Rey Jesuit offers a rigorous college preparatory education available to students of limited economic resources in the Houston area. A unique Corporate Work Study Program places student in businesses and nonprofits where they learn the expectations of the corporate world and earn up to 50 percent of the cost of their education. Cristo Rey Jesuit belongs to the national Cristo Rey Network of schools and the national Jesuit Schools Network.

Our Mission: To inspire and prepare students of limited economic resources to succeed in college and lead their communities as compassionate, committed, and competent men and women for others for the greater glory of God.

Our Vision: Compelled by our Jesuit mission and identity, we are a vibrant community that transforms the world by loving, learning; and excelling in all we do.

Read more about CRJ's teaching model and school community on [our website](#).

Our Learning Community: Cristo Rey Jesuit College Preparatory School of Houston is a 9-12 learning community that educates students of limited economic means to become men and women of faith, purpose, and service. Through a rigorous college preparatory curriculum, integrated with a relevant work-study experience, students graduate ready to succeed in college and in life. All students at Cristo Rey Jesuit (CRJ) participate in the Corporate Work-Study (CWS) program as an integral part of their educational experience. Students spend five days each month engaged in a professional work assignment at one of the 130 partner companies throughout the Houston area.

Who YOU are: We are seeking a dedicated, intellectually curious and mission driven individual who is open to growth and wants to be part of our community. They will have the unique opportunity to help develop one of Houston's most promising educational options for young men and women from families with low to moderate income. An ideal candidate should have an appreciation of the school's mission and a commitment to the values of Catholic education and be comfortable modeling an active and inspiring faith life for all in the community.



The Job: The Plant Maintenance Technician fulfills the mission of the Cristo Rey Jesuit College Preparatory School (CRJ) by being responsible for all duties associated with building maintenance. This person is responsible for maintaining all CRJ facilities which include the main campus (school) Fr. Martinez Center for Mission and Ministry (CMM) and the rectory. Property maintenance includes buildings HVAC, plumbing, electrical, lighting, grounds and is ultimately responsible for identifying all maintenance issues with the facilities. The Plant Maintenance Technician plays an integral role in developing budgets, collecting and managing quotes and securing outside consultants and long-range facility planning based on the current and future needs of CRJ.

Purpose: A member of the Cristo Rey Jesuit faculty and staff seeks ways to teach and model being men. and women for others. He/she interacts in a positive and caring way with students by offering academic and personal guidance and takes an active position in celebrating and upholding the Catholic and Jesuit identity of Cristo Rey Jesuit.

Responsibilities: Core duties and responsibilities include the following. Other duties may be assigned.

Essential Functions:

- Responsible for of all building systems including mechanical, electrical, fire/life safety, plumbing, and waste management.
- Reports all maintenance issues to the Director.
- Assists Director in the developing long-range strategic facilities plans to include funding and budget planning based on the school's current and future needs.
- Prepares specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building project performed by outside contractors.
- Has knowledgeable of general construction practices with experience in developing facility improvement projects including the budgeting, bidding, negotiating, and awarding improvement contracts.
- Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.
- Develops specifications for cost-effective campus energy management systems; supervises the operations, maintenance, and repair of such systems.
- Assists person designated as administrator responsible for facility safety and meeting physical ADA compliance standards, and required city, county, and state building codes.
- Manages the campus' inventory of supplies, materials, and equipment.



- Manages all aspects of facility operations including purchasing supplies, making recommendations for staffing decisions and overseeing spending.
- Maintains building safety by inspecting facilities for hazards such as fire hazards or structural damage.
- Must be accessible 24/7 for on call support and serve as a primary contact for campus security company.

Additional Functions

- Analyzes and integrates information and perspectives to determine the root causes of problems, identify the best course of action, and prioritize efforts.
- Develops new insights and formulates creative solutions, considering the impact and implications of recommendations in the context of overall vision, goals, and objectives.
- Takes responsibility for the quality of work and achieves results with little oversight.
- Positively collaborates and builds/maintains authentic and trusting relationships. Demonstrates high levels of discretion and confidentiality.
- Conducts emergency clean ups and repairs as needed
- Stay up-to-date on market trends, competition, and industry developments
- Attend networking events to build relationships and generate leads
- Provide regular reports on sales activities and results to the Sr Manager, Sales & Business Development and CWS Director
- Work with your dedicated Account Managers to identify ongoing strategic targets

Education and/or Experience:

- High School diploma
- HVAC, plumbing or electrical certifications or ability to obtain in designated time-frame
- Excellent communications, negotiating and problem-solving skills
- Strategic planning and project management experience
- Working knowledge of local/national facilities regulations and laws
- Some MS Office and Google docs experience to manage ticketing system
- At least 5 years working with HVAC, electrical or plumbing or all
- Experience working with aged and or historic properties
- Experience in a school environment preferred but not required

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Ability to work independently
- Ability to work well with others
- Ability to work in a fast-paced environment
- Skill in critical thinking and planning



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Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work in standard school conditions

Physical Requirements and Work Environment:

- Ability to lift or carry equipment, and supplies
- Required to maintain composure and avoid inappropriate displays of anger
- Required to perform strenuous walking, stooping, bending, pulling and pushing, climbing, twisting, grasping, and reaching overhead
- Required to hear, see, and speak on a daily basis
- Required to work with chemicals, exposure to dust, and slippery and uneven walking surfaces
- Required to work in various climate conditions

Compensation: Competitive salary, benefits, and paid vacation.

How to Apply

Please submit the cover resume to jobs@crstoreyjeuit.org. Please include position in subject.

Cristo Rey Jesuit College Preparatory School of Houston and Cristo Rey Jesuit Corporate Work Study Program, Inc. are equal opportunity employers.