

## JOB ANNOUNCEMENT

**POSITION:** Handyperson I – Full-time

**SALARY:** \$25.80 per hour + Full Benefits



**UNION AFFILIATION:** Membership in USWW/SEIU Local 1877 required

**DESCRIPTION OF COMPANY:** Caritas Management Corporation (CMC) is a wholly-owned, for-profit subsidiary of Mission Housing Development Corporation (MHDC). Created in 1983, CMC now manages over 1,500 affordable housing units for MHDC and various other non-profit, community based organizations in San Francisco. The types of housing range widely, from single room occupancy hotels to apartment buildings for families and seniors. CMC's services include financial management, rent-up and on-going leasing, occupancy & compliance, maintenance and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management reflects the mission and purpose of its parent company.

**SUMMARY OF POSITION:** Performs preventive & corrective maintenance, emergency repairs and ongoing upkeep of CMC's managed properties as directed by the Facilities Supervisor. Follows CMC's standard record keeping system for completing and tracking written work orders. Uses own vehicle for travel between work locations; purchases and transports supplies and equipment. Gives technical support to the Level II & III Handypersons as directed. Responds to emergency calls from the Facilities Supervisor 24 hours a day on days assigned. Performs skilled repairs including, but not be limited to HVAC systems maintenance/repair, appliance repair, minor structural repairs, rough & finish carpentry, concrete work, cabinet rebuilding, installation/repair of window coverings, door repair, lock changes, minor plumbing, unclogging sewer lines, replacing fixtures, pipes, faucets, drains, light fixture/switch/outlet cover/plug replacement, thermostat replacement, smoke alarm installation, tracing short circuits, rewiring, etc.

### QUALIFICATIONS:

Professional construction or building maintenance experience, journeyman level  
Demonstrated proficiency in the areas of plumbing, carpentry, electrical and painting  
Ability to work independently with minimal supervision; needs to be a dependable "self-starter"  
Ability to follow written instructions on service requests, product labels, maintenance schedules, etc.  
Minimum lifting ability: 30 lbs.  
Valid driver's license, own vehicle & auto liability insurance

**SEND RESUME OR APPLY IN PERSON (Monday through Friday 9:00 a.m. to 5:00 p.m.):**

Caritas Management Corporation  
1358 Valencia Street  
San Francisco, CA 94110

### EQUAL OPPORTUNITY EMPLOYER

Caritas Management Corporation ("CMC") provides equal employment opportunities to all employees and applicants for employment without regard race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, or any other consideration made unlawful by federal, state, or local laws. San Francisco ONLY: CMC will consider qualified applicants with a criminal history pursuant to San Francisco's Fair Chance Ordinance. Oakland ONLY: Section 3 candidates will be given priority at Section 3 properties



**Caritas Management Corporation - 1358 Valencia Street, San Francisco, CA 94110**

**Tel. (415) 647-7191 Fax (415) 648-3919**



If you have any questions for disability that requires a reasonable accommodation, please contact  
Section 504 Coordinator: Tel. (415) 647-7191 ext. 112 TTY / TDD: 711 / or 1-800-545-1833 ext. 468

**WE ARE AN EQUAL OPPORTUNITY HOUSING PROVIDER**