

JOB ANNOUNCEMENT

POSITION: Utility Person/Maintenance – Full-time

SALARY: DOE + Full Benefits

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 2,000 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, maintenance, janitorial and security. Minority-owned and operated, CMC's philosophy of tenant-supportive and fiscally sound management.

DESCRIPTION OF POSITION: Reports to Property Manager or Resident Manager. Performs preventive, corrective and emergency maintenance work in hotel, per the annual Maintenance Plan and approved service requests. Duties include, but are not limited to the following: minor plumbing, minor electrical, minor carpentry & painting, vacant unit turn-over, occasional janitorial support, common area repairs, appliance repairs, troubleshooting, cooperating with outside contractors and responding to emergency calls after hours.

QUALIFICATIONS:

- 3 years plus year of professional building maintenance experience
- 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 read and follow written instructions on service requests, product labels, maintenance schedules, etc.
- Minimum lifting ability: 30 lbs.

SEND RESUME OR APPLY IN PERSON:

Caritas Management Corporation
1358 Valencia Street
San Francisco, CA 94110
(Open Mon. - Fri. 9 a.m. to 5 p.m.)

Or

Email: caritasHR@caritasmanagement.com

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.