

May 22, 2008



JOB ANNOUNCEMENT

MAINTENANCE TECHNICIAN I

JOB SUMMARY and QUALIFICATIONS

The Maintenance Technician One is responsible for ongoing maintenance and repairs at properties owned and/or managed by the Community Housing Partnership (CHP). The successful candidate will have an excellent work ethic and may have completed a building maintenance training program. Candidate must be familiar with basic residential building maintenance. Sensitivity to tenants in a supportive housing setting is required. The Maintenance Technician is supervised by the Maintenance Supervisor.

AGENCY DESCRIPTION

Community Housing Partnership (CHP) is a San Francisco-based nonprofit organization that develops and operates permanent housing for formerly homeless people with on-site support services, job training and employment opportunities. CHP's mission and values are based on the belief that tenant participation is fundamental to all aspects of the organization; over 50% of CHP staff members are formerly homeless and four tenants serve on our Board of Directors. CHP has a staff of over 150 people, with an annual operating budget of approximately \$10 million. CHP owns, manages and/or provides services at 11 buildings with 774 units of housing for formerly homeless adults and families. We are currently developing 3 new housing sites with a total of 250 apartments. For more information, visit www.chp-sf.org.

PRINCIPAL DUTIES

- Follow all safety policies and as directed by the Maintenance Supervisor.
- Perform basic maintenance duties (with supervision) for all CHP properties including:
 - Plumbing: un-clog sinks, toilets, showers and tubs; repair/replace toilets/faucets.
 - Electrical: repair/replace broken switches/plugs; replace smoke detectors.
 - Carpentry: repair/replace damaged wood trim; make doors/windows operable (including sash cords); repair/replace door/window hardware.
 - Glazing: replace broken door/window glass.
 - Painting: exterior and interior.
 - Telephone: relocate phone lines; replace telephone units.
 - Drywall repair.
 - Carpet cleaning/shampooing.
 - Unit turn-around overflow.
- Assist Janitorial Staff in large scope projects and fill in for short term absences.
- Other tasks as assigned such as moving furniture, water clean-up, grounds maintenance.
- Attend required Property Management and All Staff meetings.

COMPENSATION

DOE. CHP provides excellent benefits and training opportunities.

APPLICATION PROCESS

Send resume and cover letter to: jobs@chp-sf.org. Or mail to Human Resources, Job Openings, 280 Turk Street, San Francisco, CA 94102. Fax: 415-749-2791

Community Housing Partnership is an Equal Opportunity Employer. Formerly homeless people, people with disabilities, women and people of color are encouraged to apply. CHP hiring policies require a background check for all applicants working directly with at-risk people.