



## Maintenance / Handyman

The Epiphany Center, a non-profit in San Francisco, provides client-centered care to a diverse population of children, women, and families who are the most vulnerable in our society. Our purpose is to strengthen family life and to enhance the physical, social-emotional, intellectual and spiritual growth of each person in our care.

### POSITION OVERVIEW

Under the supervision of the Facilities Manager, the Maintenance/Handyman is responsible for ensuring that each agency facility is maintained in safe and working condition.

### QUALIFICATIONS

- High School diploma or General Education Degree (GED) and a minimum of 5 years of experience performing electrical, mechanical, and plumbing maintenance duties.
- Requires a valid CA Driver's License and good driving record.
- Must meet agency conditions for employment including requirements for Child Abuse Index and Fingerprinting clearances.

### RESPONSIBILITIES

- Maintains and repairs major systems, such as heating, plumbing, electrical, and mechanical.
- Assists in evaluating the need for repairs.
- Maintains interior painting at agency facilities.
- Maintains all mechanical and electrical equipment.
- Is on-call for maintenance emergencies in the absence of the Supervisor.
- Required to drive agency vehicles.
- Communicates effectively with coworkers, clients, and personnel associated with outside agencies.
- Performs effectively and professionally under pressure.
- Acknowledges safety policies and procedures and reports potentially unsafe conditions.

### PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

These physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

#### Hours per day:

Frequent Walking / Running	3-6
Frequent Climbing	3-6
Frequent Lifting and Carrying up to 50 lbs.	3-6
Occasional Bending at Neck and Waist	1-3

Many essential duties will be performed in a lighted, heated, and/or ventilated indoor office setting, but the Maintenance/Handyman will be required to work outdoors and in the basement. The noise level in the work environment is usually moderate, but due to machinery can become excessive.

### BENEFITS

Excellent benefits package includes employee health, dental, vision, 100% employer-paid life insurance, 401K retirement plan, Aflac voluntary plans, paid vacation, paid holidays and paid sick leave.

### APPLICATION PROCESS

To apply, please submit a cover letter and resume to [HRJobs@TheEpiphanyCenter.org](mailto:HRJobs@TheEpiphanyCenter.org).

*Strengthening Families. Inspiring Hope.*