



## Facilities Handyman

### Reports to: Facilities Manager

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

### Job Description

The facilities handyman position is responsible for performing highly diversified duties to install, troubleshoot, repair and maintain facility equipment according to safety, predictive and productive maintenance systems and processes to support the achievement of the site's business goals and objectives.

### Job Duties:

- Provide emergency/unscheduled repairs of facilities equipment and perform scheduled maintenance repairs.
- Perform simple repair duties/preventative maintenance responsibilities including but not limited to, mechanical, electrical, and painting of facilities and Housing Matters property.
- Read and interpret equipment manuals and work orders to perform required maintenance and service.
- Perform a variety of plumbing maintenance and carpentry functions.
- Use a variety of hand and power tools, electric meters and material handling equipment in performing duties.
- Detect faulty operations or defective material and report those and any unusual situations to proper supervision.
- Comply with safety regulations and maintain clean and orderly work areas.
- Other duties as assigned by Facilities Manager.

### Qualifications:

- High school diploma or GED
- Experience with maintenance or as handyman
- Fluency in English
- Ability to complete tasks in timely manner
- Demonstrate a professional demeanor at all times
- Deliver services with dignity and respect for all individuals
- Ability to lift 60 lbs
- Possess and maintain a current, valid driver's license which meets Housing Matters insurers' requirements.

### Hours

This is a full time, 40 hr/week, benefited, non-exempt position. Health Insurance benefits begin after 90-day introductory period.

### To Apply

Please email a cover letter and resume to the attention of Human Resources at [recruiter@housingmatterssc.org](mailto:recruiter@housingmatterssc.org). No phone calls or faxes. Housing Matters is an Equal Opportunity Employer. Please apply via email with cover letter and resume.