



JOB DESCRIPTION HOME MAINTENANCE ASSISTANT

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| Position Title: | Home Maintenance Assistant | Location: | Marin San Francisco |
| Department: | Safety and Home Department | FLSA Status: | Non Exempt |
| Reports To: | Safety and Home Care Manager | Revised Date: | 10/09 |

SUMMARY

The Home Maintenance Assistant provides effective and efficient home maintenance services for aging people and people with a disability to enable them to retain their independence at home. This position is responsible for carrying out various jobs related to basic maintenance of members' residences, grounds, equipment and other small jobs at the members' home (or any other location assigned) that may be required from time to time such as performing repairs, maintaining property and performing renovations as needed.

This position is also responsible for communicating member's needs and concerns to other members of the Living Well team, providing excellent customer service, and may be responsible for driving members to appointments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Install and maintain allocated IT equipment in a clean, safe and serviceable condition
- in accordance with recommended operating practices
- Perform routine and scheduled maintenance of properties including but not limited to:
 - Painting,
 - Cleaning of gutters
 - Yard maintenance
 - Hauling & dump runs
- Undertaking minor safety and security tasks including ramps, handrails and hand showers, under Occupational Therapist direction
- Perform house renovations & upgrades as directed
- Maintaining minor repairs and modifications to furniture
- Installing and maintaining AV and entertainment equipment (not limited to TV, DVD player, Blue Ray player, TIVO, VCR,)
- Install and maintain computer equipment
- Manage maintenance with phone, computer, and cable providers as needed
- Purchasing materials on behalf of the customer
- Respond to emergency calls when directed by management or office staff
- Prioritize work to complete assignments in a timely manner
- Perform routine inspections of property to check for maintenance problems and to verify that tenant is in compliance with rental agreement
- Complete daily work record forms and job assignment sheets

- Complete other related paperwork as directed
- Keep job assignment record in computer updated at least weekly on progress
- Keep track of receipts for items purchased for each job – obtaining separate receipts per job when possible. Noting on each receipt the job address & description of items purchased (if not clear on receipt) & submit receipts to office on a daily basis
- Promptly return all excess materials to suppliers for credit/refund and provide documentation to the office
- Perform other duties as directed or assigned

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience and Skills: Four years home-maintenance experience with older adults. Courses on Residential Heating, Ventilation and Air Conditioning, Plumbing Technology, and Electricity preferred.

- Basic understanding of, and skills in household maintenance and the ability to undertake repetitious physically demanding tasks.
- Awareness of, and support for, the philosophies of healthy ageing and independent living.
- Ability to prioritize time and organize work according to directed tasks.
- Experience in maintenance of plant and equipment
- Previous carpentry experience
- Knowledge of appropriate projects for clients within the target groups and ability to assess clients on individual skills and abilities.
- Knowledge of Occupational Health & Safety requirements

Language Skills: Read, write, and speak English fluently. Able to communicate effectively and professionally with other departments, members and their families

Technical Skills: Basic computers skills, including email. Ability to learn skills necessary for monitoring client safety technologies

Other Skills & Abilities: Genuine enthusiasm for working with older adults. Willing to learn. Able to work with little direct supervision. Demonstrated ability to maintain confidentiality and privacy. Basic administrative skills in completion of rosters, hazard management reporting. A willingness to work towards continuous improvement. Strong customer service approach to all work and interactions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant need to perform the following physical activities: lifting and transferring equipment, machinery, and equipment
- Standing/walking 80% of workday.
- Lifting/carrying/transferring objects and people in emergencies
- Vision requirements: Frequent need to see things clearly beyond arms' reach.
- Hearing requirements: Constant need to speak on telephone and converse with Living Well members and staff. Ability to hear fire alarms and emergency equipment.

DRIVING REQUIREMENTS

Need to utilize personal transportation to purchase supplies, attend meetings and reach work location. Must have a clean and valid Driver's License and appropriate vehicle insurance as required by law.

Living Well Assisted Living at Home, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Company depends solely on your qualifications.