



*Well-being as we age*

**POSITION TITLE: Minor Home Repair Specialist**

Job #: 37-HR-0018  
Program: Minor Home Repair  
Reports to: Home Repair/Facilities Director  
FLSA: Temporary, (until March 31, 2019 or until funding runs out)  
Full Time and Part Time positions, Non-Exempt  
Wage: Base Wage plus Prevailing Wage

**SUMMARY**

Perform a variety of health and/or safety-related repair and maintenance work in the homes of low to moderate income elderly and disabled homeowners residing in Snohomish County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Repair/replace plumbing/sewer/sanitation systems, fixtures and components.
- Carpentry repairs including the repair or replacement of porches, steps, walls, floors, doors, windows and roofs.
- On-site inspection and assessment of work needed, interpreting the work order to suit the actual needs of the client.
- Assess additional client needs that may be referred to other agencies or to the MHR office.
- Troubleshoot all repair categories: plumbing, sewer, and carpentry.
- Prioritize repairs to complete necessary items within the dollar limit for each client.
- Timely completion of work orders assigned with full explanation of work performed.
- Communicate major work changes or other problems encountered at the job site.
- Assist other repair persons when needed or as directed.
- Respond to all requests, memos and directions in a timely manner.
- Represents agency in a professional and respectful manner
- Maintain van and tools in good repair.
- Other duties as assigned

**EDUCATION AND EXPERIENCE REQUIRED**

- High school graduate or equivalent
- Administrative experience that provides the required skill, knowledge and abilities
- Experience in organizing office files and maintaining records

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Must have own tools as would be needed to perform a wide variety of repairs
- Ability to maintain a professional demeanor during stressful situations
- Ability to perform duties with minimal direct supervision
- Must have a valid Washington State Driver's License and a good driving record and proof of car insurance
- Ability to read and write English language to sufficiently be able to read and complete MHR paperwork
- Ability to communicate effectively by telephone and in person

**ERGONOMIC REQUIREMENTS**

- Must be able to use full range of sense of hearing, sight, touch and smell as needed to identify problems and conduct repairs.
- Must be able to lift up to 100 pounds with assistance
- Must be capable of a full range of physical activity as needed to perform a wide range or repairs including the ability to crouch, kneel, crawl, stoop, bend at the waist, lift, stretch, high degree of manual dexterity, etc.
- Must be able to climb a ladder and work at heights up to 30 feet above the ground.
- Must be able to work outside in all types of weather.

Note: Company vehicle will be supplied during working hours.

**CLOSING DATE:** Until filled

**Homage Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training**