

GRATIOT COUNTY COMMISSION ON AGING

Home Maintenance Specialist

General Summary

Under the supervision of the Director of Commission on Aging, supervise and perform a variety of maintenance and repair tasks at the homes of department clients. Make estimates of the cost of repairs and purchases supplies and materials. Construct and install wheel chair ramps and otherwise make homes handicap accessible.

Essential Functions

1. Assist homeowners with minor electrical repairs such as replacing fuses, receptacles, switches, fixtures, and making minor repairs to appliances.
2. Perform minor carpentry repairs such as changing door locks and window latches, installing safety equipment such as grip bars and smoke detectors, and installing screens, storm windows, and weather stripping, repairing or replacing roofs, and repairing or installing window screens, eaves troughs, and doors.
3. Repair or replace flooring, floor joists, walls and ceilings. Finish drywall, texture ceilings, and install flooring material such as vinyl and carpet.
4. Perform minor plumbing repairs such as repairing or replacing pipes, toilets, sinks, water heaters, and pumps. Thaw frozen plumbing and clean drains and sewer lines.
5. Prepare surfaces and paint interior and exterior areas in conjunction with repair activities.
6. Construct and install wheel chair ramps and otherwise make homes handicap accessible.
7. Perform preventative maintenance tasks on heating and air conditioning equipment such as replacing filters and lubricating equipment. Clean heating and cooling coils.
8. Supervise the work of contract employees who assist in performing maintenance and repair tasks.
9. Assess clients' mental and physical condition to determine if a home visit by a Caseworker is warranted. Complete reports associated with home repair or maintenance activities required by the Commission on Aging or other funding agencies.

Other Functions

None listed

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent

Experience: Two (2) years of construction trades experience

Other Requirements: Possession of a valid Michigan Driver's License

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

Walk over uneven terrain to access client homes.
Squatting, stooping, and kneeling to make home repairs
Climb ladders
Climb into trucks and onto other equipment
Operate power tools and other repair equipment
Ability to remove snow
Ability to lift, push and pull furniture
Ability to operate an automobile to access client homes

Working Conditions:

Works outside in varying weather conditions
Works in cramped body positions to perform maintenance and repairs
Exposure to equipment where risk exists of getting burned, bruised or scraped
Contact with oil and petroleum products