



*"Creating Life Opportunities"*

## **Job Description**

**Title:** Residential Maintenance Technician

**Reports to:** Residential Director

**Supervises:** N/A

**FLSA:** Non-Exempt

### **GENERAL DESCRIPTION**

The Residential Maintenance Technician is responsible for the inspection, evaluation, maintenance, and repair of Supported Living Homes. This position is also responsible for ensuring compliance with, Aging and Long-Term Support Administration (AL TSA) and Developmental Disabilities Administration (DDA) requirements. This position will also ensure compliance with EFI Policies and Procedures, including safety and fire prevention rules.

### **ESSENTIAL FUNCTIONS**

1. Perform tasks as specified in repair requests and scheduled maintenance of client homes with the exception of janitorial maintenance and maintenance requiring a professional license, including but not limited to; drywall repair, grip bar installation, furnace filter tracking and replacement, smoke detector battery replacement, light bulb replacement, assemble furniture, and large waste removal in a safe and timely manner while ensuring the health and safety of clients.
2. Responsible for purchasing needed materials for repair requests prior to beginning repairs; act as a liaison between clients and landlords when repairs involve a landlord
3. During the performance of requested maintenance, report any other faults, deficiencies, or problems noted with Supported Living Houses.
4. Coordinate with house staff concerning potentially dangerous weather conditions such as snow and ice removal and prevention. When needed, clear client sidewalks of barriers.
5. Maintain the gardens, driveways and other landscaping elements of client homes
6. Inspect and maintain landscaping tools, machinery and vehicles.
7. Assist and coordinate client home moves
8. Maintain detailed, accurate, up-to-date records
9. Uphold responsibilities as a mandatory reporter; report suspected abuse or neglect to the appropriate agencies within the required timelines. (i.e., CRU and law enforcement)
10. Attend all meetings and additional training as required.
11. Perform other related duties as assigned

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.



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## EMPLOYMENT QUALIFICATIONS

### **Education:**

High School Diploma or equivalent required.

### **Knowledge:**

Trade tools, equipment, materials, methods and techniques used in general maintenance and repair.

### **Communication Ability:**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients and to other employees of the organization.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to add, subtract, multiply and divide numbers.

### **Additional Requirements:**

Maintain a valid Washington driver's license and eligibility for company vehicle insurance. Must be able to comply with background check requirements of DDA Policy 5.01, including fingerprints. Ability to work with a minimum of supervision and as an effective member of a team. Ability to present a positive image of the organization to members of the community. Ability to observe and record information including non-verbal information. Ability to learn information from Procedures Manuals. Ability to operate a computer and other office equipment, including (but not limited to), the telephone, fax machine, and copier. Must possess personal qualifications including: willingness to cooperate with the aims of DDA, respect for people from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities. Ability and experience towing noncommercial trailers.

### **Working Conditions:**

While performing the duties of this job, the employee is regularly required to hear and speak. The employee is frequently required to walk, sit, and use hands to finger, handle, or feel. The employee is required to stand, reach with hands and arms, stoop, kneel, crouch, and crawl. Employee may occasionally be required to lift, carry, push or pull medium weights, up to 60 pounds.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

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Printed Name

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Signature

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Date

Effective Date: 2/5/19

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