

**BATH HOUSING
Job Description**

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| Position Title: | Aging Specialist Technician |
| Department: | Maintenance |
| Reports To: | Maintenance Supervisor |
| Supervises: | N/A |
| Oversees: | N/A |
| FLSA Status: | Non-Exempt |
| Last Revised/Approved: | January 2018 |
| Pay Grade | 10 |

POSITION SUMMARY:

The Aging Specialist Technician will report to the Maintenance Supervisor and work as part of the Housing Team to promote safe, age friendly and accessible homes and communities. This position will conduct inspections and utilize advanced carpentry and general construction skills to make minor repairs and accessibility modifications through the Comfortably Home program and Bath Housing properties. The Aging Specialist Technician will also assist in the maintenance services for the buildings and grounds of Bath Housing properties on an as needed basis as determined by the Maintenance Supervisor and periodic inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Comfortably Home

- Conduct physical inspections of homes for the Comfortably Home Program. Develop and execute customized work plans based on the needs identified during inspection.
- Work in conjunction with the Program Coordinator to coordinate and communicate with subcontractors as necessary, including but not limited to plumbing and electrical contractors.
- Perform both general construction and advanced and finished carpentry work to meet the professional quality standards of the program.
- Maintain a working inventory of tools and items required to execute program work plans.
- Utilize the HAB system to track all labor and materials associated with each Comfortably Home participant.
- Remain up to date regarding innovation and industry best practices in accessibility and age friendly modifications.
- Be comfortable working independently in the homes of participants.

Property Maintenance

- Coordinate and participate in unit and property inspections with a focus on maintaining/improving age friendly communities.
- Provide general suggestions to improve accessibility at all Bath Housing owned/managed properties.
- Perform routine, emergency, preventative and extraordinary building repairs and maintenance not requiring a licensed professional.

- Perform advanced and finish carpentry work including framing, acoustical ceiling installation, drywall hanging and metal stud installation, and form work.
- Perform other general construction work including painting, electrical, plumbing, masonry, drywall repair, and repairs to the interior and exterior of buildings.
- Ensure that grounds are safely maintained daily in the event of inclement weather, including snow removal, salting, and sanding as necessary.
- Report maintenance issues to appropriate parties when unable to repair in a timely manner.
- Participate in unit turns requiring age friendly updates.
- Participate in on-call rotation, including off-shift and weekend emergency maintenance coverage.

General

- Follow safety procedures and report hazards promptly; be safety conscious at all times.
- Troubleshoot maintenance problems using visual inspections and/or appropriate testing equipment.
- Adhere to all applicable state, federal, and Agency rules, policies, procedures, and regulations at all times.
- Maintain resident and Comfortably Home participant confidentiality.
- Maintain updated training in all relevant areas.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recommend efficiencies or areas of improvement when relevant.
- Maintain good working relationships with residents and other staff.
- Develop and maintain understanding of Bath Housing and regulatory policies and procedures.
- Complete and maintain records, data, and information.
- Performs other related tasks as required.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following requirements and skills are considered essential:

- Possess knowledge of the principles, practices, tools and materials used in two or more building trades (ie carpentry, electrical, plumbing, painting, masonry, heating, electrical) as well as general repair skills.
- Knowledge of occupational hazards and safety procedures.
- Ability to make decisions and use sound judgment.
- Available to work on-call schedule as needed, including nights and weekends.
- Ability to work in field with minimum supervision.
- Motivated by a desire to render services to others and to show ownership of our properties.
- Capable of exercising individual initiative.
- Ability to complete necessary forms, including electronic timesheets.
- Basic computer skills and the ability to learn new software as needed.

- Ability to communicate clearly and concisely and in a positive and productive manner with Agency staff, participants, residents, community partners, vendors, etc.
- Ability to establish and maintain effective working relationships with participants, residents, and all Bath Housing personnel.
- Ability to model and promote a culture of strong customer service.
- Ability to promote, support and facilitate teamwork and harmony among Agency staff.
- Ability to respond to all situations in a calm controlled manner.
- Must be able to respond to emergencies.
- Must have a valid driver's license, be insurable by the Authority's fleet insurance carrier, and have reliable transportation in order to meet job requirements.
- Complete the requirements to become a Certified Aging in Place Specialist (CAPS) within six months of employment.
- Complete the requirements to become a Uniform Physical Condition Standards (UPCS) Inspector within twelve months of employment.

Education/Skill Requirements: The following education requirements are considered essential:

- High school degree, Associate's Degree or equivalent work experience in field related to maintenance required.
- Proficiency with use of EXCEL, Microsoft WORD, and email is required.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date