



Senior Services
of Snohomish County

Job Openings

Position Title: MINOR HOME REPAIR SPECIALIST
JOB # 12-HS-0012
Department: Minor Home Repair (MHR)
Reports to: MHR/Manager
FLSA: Full time, Non exempt
Wage: DOE

SUMMARY:

Perform a variety of health and/or safety-related repair and maintenance work in the homes of low-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, handrails, walls, floors, doors, windows, grab bars, roofs and vinyl installation.
- Minor roof repairs.
- Minor electrical repairs or replacements of electrical fixtures, outlets and components that do not require an electrical permit.
- 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, electrical, sewer and carpentry.
- Prioritize repairs to complete necessary items within the dollar limit allowed 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.
- Represent agency in a professional and respectful manner.
- Maintain van and tools in good repair.

EDUCATION AND EXPERIENCE REQUIRED

- High School graduate or GED
- Experience in all phases of residential construction and/or repair
- Experience and ability to relate well to elderly and disabled people

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must have own tools as would be needed to perform a wide variety of repairs (annual tool allowance provided)
- Ability to maintain a professional demeanor during stressful situations
- Ability to perform duties with minimal direct supervision

- Must have a valid Washington State Drivers License with a clean record and proof of auto 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 80 pounds.
- 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.

CLOSES: May 9, 2012 or until filled

TO APPLY: **Submit current clean driving abstract along with completed SSSC application to:**

Human Resources Department
Senior Services in Snohomish County
8225 44th Ave W, Ste O
Mukilteo, WA 98275
Email: humanresources@sssc.org
Fax: 425.290.1244

Application available at www.sssc.org.

No phone calls or email inquiries please

Senior Services of Snohomish County is an Equal Opportunity Employer

Position Title: Network Technician
Job #: 11-AD-0012
Department: Administration
Reports to: Information Systems Director
FLSA: Full-Time, Non-Exempt
Wage: DOE

SUMMARY

Analyze computer and network related problems reported by end-users, diagnose the most effective method to resolve the problem and implement the solution; install, maintain and troubleshoot the agency Local Area Network (LAN), Wide Area Network (WAN), data and voice communications, microcomputers and all peripheral equipment. Identify, troubleshoot and resolve problems encountered by agency-wide users of various desktop systems, agency network, Internet and other computer technology. Install, test and troubleshoot networking cabling as directed. Install configured network equipment as directed. Provide first level helpdesk and technical guidance to end-users regarding software, hardware and network use. Train users in various software applications and network-related procedures as directed. Perform related work as directed. Must successfully complete a criminal and credit history background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify, troubleshoot and resolve hardware, software and network related problems encountered by end-users of the agency network
- Configure and install Win7/xp and SLED10/11 or other technology based workstations
- Train end-users on the use and features of the various operating systems and applications on the various platforms
- Perform network system administration on legacy and new servers as directed and provide secondary network administration as needed
- Install, test and troubleshoot network cabling infrastructure, including a variety of local area network equipment and software
- Use tracking system to log requests; monitor progress, track problem resolution, identify patterns of failure, analyze bugs in system and application software, communicate with manager regarding unresolved problems
- Work with vendors to resolve hardware operating system issues; research and test possible solutions and implement solutions
- Work with database administrator to solve application problems to meet end-user computing needs
- Implement, test and deploy zenworks (zcm11) policy's on windows operating system's (xp/7)
- Enforce the agency's network security and installation procedures
- Support hybrid ACD phone system including call accounting and custom reporting

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED
- Two years network troubleshooting experience
- Two years workstation hardware and software troubleshooting and repair experience
- Two years network operating system experience (Linux, MS, Novell)
- One year supporting layer2/3 switches

- Two years helpdesk experience

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Knowledge of the capabilities and limitations of various computer systems, including local area networks and wide area networks
- Able to identify, analyze and troubleshoot a wide range of complex technical computer and network related problems effectively
- Must have mastery of desktop operating systems and various software applications
- Knowledge of principles and practices of networking technologies
- Able to listen and communicate information to a wide variety of clients and vendors at all skill levels, both orally and in writing
- Knowledge of the principles of information systems design, especially related to multi-protocol, multi-platform client/server environments
- Able to deliver customer support both in-person and over the phone in a professional manner
- Able to support the agency's objectives by training others in the use of their computers and applications
- Must be able to learn and provide support for the agency's network
- Must be able to learn and apply new technical knowledge quickly
- Must work well both independently and as a member of a team; maintain cooperative work relationships while demonstrating sensitivity to and respect for a diverse population

ERGONOMIC REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or more up to 50 pounds, and occasionally lift and/or more up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and depth perception. The noise level in the work environment is usually moderate. Non-smoking environment.

CLOSING DATE: April 25, 2012 or until filled

TO APPLY: Submit Cover letter and resume to:
Senior Services of Snohomish County
Attention: Human Resources Department
8225 44th Ave W, Ste O
Mukilteo, WA 98275
Fax: 425.290.1244
E-mail: humanresources@sssc.org

No phone calls or email inquiries please

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Position Title: DIAL-A-RIDE TRANSPORTATION (DART) DRIVER (PART TIME)
JOB # 07-DT-0012
Program: Transportation
Reports to: Operations Manager
FLSA: Non-Exempt Position
Wage: \$12.96

SUMMARY:

Under contract with Community Transit, the DART Driver is responsible for providing safe and reliable transportation for frail, elderly, disabled and/or vulnerable adults within the contract service area. Duties and other responsibilities include safely driving a 20 to 28 foot bus or van, assisting passengers in and out of buses, carrying packages or groceries weighing up to 40 pounds, following safety rules and agency policies as well as attending meetings and training classes, maintaining reports and records as required, communicating via radio using proper radio procedures, reporting to work on time, carrying a working watch while in service, and being able to perform other specific physical job functions pertaining to the job position.

EDUCATION AND EXPERIENCE REQUIRED:

- Must be 21 years of age
- Minimum 5 years driving experience (does not have to be professional)
- High School education or equivalent
- Experience working with the elderly or disabled preferred

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must have current Washington State driver's license
- No moving violations or at-fault accidents within the last 3 years
- Must possess or obtain a current medical card and CDL license
- Must have reliable method of getting to work and reliable telephone
- Possess a functional knowledge of the service area geography
- Must have an above average amount of patience and sincere desire to work with the clients served
- Must be able to document information accurately and communicate concisely on radio and in person
- Able to work varied hours and days as determined by bid based on seniority
- Able to work calmly under pressure and in emergency situations
- Must relate well with various personalities and possess an awareness of human needs

This position is a safety sensitive position and must pass physical examination and drug/alcohol testing as well as a criminal history and credit check

CLOSING DATE: April 25, 2012 or until filled

TO APPLY:

Submit current driving abstract along with completed *SSSC application & Driver Supplemental Application to:
Senior Services of Snohomish County, Attn: Human Resources
8225 44th Ave W, Ste O
Mukilteo, WA 98275
E-mail: humanresources@sssc.org
Fax: 425.290.1244

***Applications and supplemental forms available at www.sssc.org.**
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