

LICENSED GENERAL CONTRACTOR

MEALS ON WHEELS

C.C. CAFÉS

FALL PREVENTION

FRIENDLY VISITORS

CARE MANAGEMENT

HEALTH & WELLNESS

GROCERY BAG

CONTRACTOR JOB SUMMARY

We are currently seeking a reliable, skilled, and experienced general contractor to complete Home Safety Modification services for our Fall Prevention Program. This is an Independent Contractor position, delivering agreed contracted services to the Fall Prevention Program of Meals on Wheels Diablo Region.

CONTRACTOR DUTIES AND RESPONSIBILITIES:

- Responsible for project oversight, ensuring quality work is completed on time and within agreed upon budget
- Meet or exceed all code requirements
- Maintain excellent client relationships
- See that all necessary permits are acquired prior to completing any work and they must be fully signed off
- Source all necessary materials ensuring quality and price points are within approved budget
- Provide all necessary equipment, including rentals, for projects to remain on schedule
- Complete installation work requested on the Meals on Wheels Diablo Region Work Order
- Maintain project budget, communicating status regularly
- Maintain a safe and orderly work environment
- Observe all safety requirements and regulations at all times, including adherence to use of PPE and maintaining COVID guidelines
- Submit all invoices for completed Work Orders within the month by the end of each month.
- Provide consistent, regular project updates to Meals on Wheels Diablo Region Fall Prevention Program staff when requested
- Communicate with the Home Safety Modifications Team via zoom meetings when requested

REQUIREMENTS AND QUALIFICATIONS:

- Current General Contractor license, valid and in good standing
- **Must adhere to the details outlined and agreed upon in the contractor agreement**
- Must have prior experience in bathroom, kitchen, and entryway modifications
 - i.e. installation of grab bars, hand-held showers, shower benches, stairway railings, ramp kits
- Must possess knowledge and experience in completing city/state permits for ramp construction when required

- Must have computer, cell phone, and internet to work with required program documents

DESIRED QUALIFICATIONS:

- Fluent in speaking a foreign language (especially Spanish, Cantonese, Mandarin, Tagalog, Vietnamese)
- Knowledge of and experience with senior population
- Sensitivity to elders and persons with disabilities
- Experience working with diverse populations, including but not limited to lower-income individuals, persons of color, LGBTQI, etc.