



Vacancy for Handyman

Position Title:	Handyman
Department:	Business Operations
Reporting To:	Assistant Facilities Manager/ Business Manager
Responsible For:	Maintenance and operations support

Reporting to the Assistant Facilities Manager and the Business Manager, the successful candidate will support the facilities team with maintenance and event set up requirements and support any other operational needs. They will also be responsible for the specific areas of responsibility within the annual preventative maintenance programs, liaising with the Assistant Facilities Manager for any other deemed operation support needed.

The successful candidate will possess the following qualification and experience:

Requirements:

- Candidate must possess a high school diploma and have experience within a similar role.
- Computer skills including proficiency in Microsoft Office programs (Excel spreadsheets, word processing, power point, and electronic mail).

Key tasks and responsibilities include:

- Support with daily maintenance repair work such as painting, sanitary wear repair work, plumbing repair work, replacing door handles, hooks, light covers and routine ceiling repairs, windows.
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects such Electrical, plumbing, and HVAC systems and any other campus facilities related repair.
- Support the technicians, Senior Technician and AFM with any and all necessary task as required.
- Move equipment, furniture and materials within and between school buildings and support with the setting up of school events and productions.
- Conduct weekly checklists and support to maintain inventory controls.
- Work overtime when emergencies arise in order to prevent disruption of the schools and any other duties as assigned by the AFM.
- Support other departments in the team as needed during high peak periods such as the IT team, operations and any other area of the shared department.
- Promote company's mission, vision and values.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Assistant Facilities Manager and the Business Manager.