

Job Title	Handyman
Department	Human Resources
Reports To	Administrative Officer II
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	The Handyman is required to perform general maintenance, orderliness, and cleanliness in the office and the surrounding compound, so as to ensure a safe and healthy work environment.
Job Responsibilities	<ul style="list-style-type: none"> • Maintain good sanitary conditions and facilities in the office and surrounding environment. • Perform routine landscaping duties in the compound. • Clean facilities regularly by sweeping, dusting, washing, etc. • Perform maintenance jobs and minor repairs under supervision. • Maintain the cleanliness of outside spaces such as parking lots and sidewalks. • Oversee the emptying of garbage containers on the Bureau's premises. • Moving of office furniture, appliances and equipment, etc. • Clearing drainage gutters within and outside of the compound. • Assist in refilling the generator with fuel when required. • Assist with receiving and packing items in the BOS stockroom. • Inform the Administrative Officers about maintenance tools/equipment which require replacement. • Water, prune, and provide general care for plants within the compound. • Load and unload tools and equipment from the BOS vehicles • Support Office Assistants, Cleaners, and Drivers in performance of tasks requiring manual effort. • Take instructions from and provide feedback to the Administrative Officers. • Report any maintenance related issues.
Job Specifications	<ul style="list-style-type: none"> • A complete primary school education, and must be physically fit. • A minimum of 2 years of working experience as a handyman. • Attention to detail • Ability to work with hardware tools and power equipment. • Ability to resolve problems and adhere to health and safety guidelines • Ability to deal with other contractors or maintenance workers • Physically strong – capable of working with machinery or moving heavy equipment • Being flexible • Able to resolve complaints quickly and efficiently • Able to work as part of a team