



Job Title	Handyman
Department	Administration
Reports To	Administrative Officer
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	To perform general maintenance, orderliness, and cleanliness in the office and surroundings to provide 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 environs. • Perform regular duties of porter attendant from time to time. • Perform routine landscaping duties in the compound. • Communicate with his supervisors and other members of staff in getting work done. • Clean facilities regularly by sweeping, dusting, washing etc. • Detect and report the need for maintenance repairs. • Perform maintenance job and light repairs. • Maintain the cleanliness of outside spaces such as parking lots and sidewalks. • Oversee the garbage containers on the Bureau's premises. • Clear or clean general areas. • Shifting or moving of furniture or equipment . • Clearing gutters. • Monitor the fuel level in the generator and make recommendation as to when it should be refilled. • Refill the generator with fuel when the need arises. • Inform the Administrative Officer about office equipment and supplies that are in need of replacement. • Perform other related duties.
Job Specifications	<ul style="list-style-type: none"> • Must have a sound primary school education and be physically fit and capable of working with tools and outdoor equipment. • A minimum 2 years of working experience as a Handyman. • Ability to resolve problems and adhere to health and safety guidelines • Ability to deal with other staff members. • Able to work as part of a team