**Bureau of Statistics**

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| **POSITION TITLE:** | Handyman |
| **REPORTS TO (JOB TITLE):** | Facilities Management Officer – Administration Unit |
| **SUPERVISES:** | Not Applicable |
| **DATE WRITTEN:** | 15/04/2024 |
| **DATE APPROVED for Job Evaluation:** | <dd/mm/yyyy> |

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| 1. **POSITION PURPOSE:** |
| The Handyman is required to perform general maintenance, orderliness, and cleanliness in the office and surrounding compound, so as to ensure a safe and healthy work environment. |

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| 1. **DUTIES & RESPONSIBILITIES:** | | |
| ***Category*** | ***Functions/ Tasks*** | ***% of Time Spent on each Category*** |
| **Strategic** | * Not Applicable | **-** |
| **Operational** | * 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 Facilities Management Officer 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 |  |
| **People** | * Support Office Assistants, Cleaners, and Drivers in performance of tasks requiring manual effort. |  |
| **Reporting** | * Take instructions from and provide feedback to the Facilities Management Officer. * Report any maintenance related issues. |  |
| Performs related work as may be required by the job function. | | |

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| 1. **KEY CONTACTS:** | |
| ***Internal Contacts*** | ***External Contacts*** |
| * Facilities Management Officer * Administrative Officer I & II * Drivers * Cleaners * Office Assistants | * Service providers, e.g. garbage collector, supplier of drinking water, etc. |

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| 1. **ACCOUNTABILITY TO:** | | |
| ***Who (Position Title)*** | ***What*** | ***How often*** |
| Facilities Management Officer | * All tasks relating to the general cleaning and maintenance of the office building and compound | Daily |

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| 1. **SUPERVISORY RESPONSIBILITIES:** |
| * Not Applicable |

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| 1. **OUTPUTS:** | |
| ***Outputs*** | ***How Often*** |
| * General cleaning of the office compound and immediate surroundings | Daily |
| * Assist with moving heavy items within the office building and compound. | Daily |

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| 1. **REQUIRED QUALIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:** |
| ***Qualifications*** |
| * Must have a sound primary school education. |
| ***Experience*** |
| * A minimum of two (2) years of working experience as a Handyman. |
| ***Knowledge, Skills and Abilities*** |
| * Good interpersonal skills. * Ability to resolve problems and adhere to health and safety guidelines / safe working practices. * Ability to cooperate with other staff members / work as part of a team. * Good aptitude for minor office / building maintenance works including renovations and repairs. * Must be physically fit and capable of working with tools and outdoor equipment. |

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| 1. **WORKING CONDITIONS:** |
| ***Mental Demands*** |
| * Frequent response to immediate, urgent, and unexpected requests from supervisors and other staff. * Interactions with sometimes difficult or dissatisfied staff of other departments. * May be required to work overtime and on weekends when the need arises. |
| ***Physical Demands*** |
| * Frequent lifting and moving of heavy objects within the building and compound. * Lifting of goods brought into the building by suppliers*.* * Daily for several hours cleaning the compound and surroundings, sometimes under harsh weather conditions. |
| ***Environmental Conditions*** |
| * Daily and long hours of exposure to the sun’s rays and heated climate. * Often exposed to cleaning an unsanitary, external environment. |