**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:**
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| 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:**
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| ***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
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| **People** | * Support Office Assistants, Cleaners, and Drivers in performance of tasks requiring manual effort.
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| **Reporting** | * Take instructions from and provide feedback to the Facilities Management Officer.
* Report any maintenance related issues.
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| Performs related work as may be required by the job function.  |

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| 1. **KEY CONTACTS:**
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| ***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:**
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| ***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:**
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| * Not Applicable
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| 1. **OUTPUTS:**
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| ***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:**
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| ***Qualifications*** |
| * Must have a sound primary school education.
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| ***Experience***  |
| * A minimum of two (2) years of working experience as a Handyman.
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| ***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:**
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| ***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.
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| ***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.
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| ***Environmental Conditions***  |
| * Daily and long hours of exposure to the sun’s rays and heated climate.
* Often exposed to cleaning an unsanitary, external environment.
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