

Job Title	Handyman
Department	Administration Unit
Reports To	Administrative Officer
Location	34 Main & Hope Streets, South Cummingsburg, Georgetown, Guyana
Objective	<p>To assist in the proper storage and retrieval of records and an enhanced general appearance of the compound and maintenance of the flower gardens.</p> <p>The handyman's responsibilities revolve around general maintenance, orderliness, and cleanliness in the organization to ensure that facilities and equipment in the organization are in good shape at all times for human utilization.</p>
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. • 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 • Support Office Assistants, Cleaners, and Drivers in performance of tasks requiring manual effort. • Take instructions from and provide feedback to the Facilities Management Officer. • 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