



Handyman - Job Description

We are looking for a reliable Handyman to undertake upkeep and repair tasks at the interior and exterior of our school campus. We will rely on you to keep our facilities in excellent condition by doing various odd jobs.

Deft hands and technical knowledge are important parts of a Handyman's arsenal. You must be well-organized with strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job.

RESPONSIBILITIES

- Perform maintenance and light repairs
- Perform routine landscaping on the grounds and artificial turf field
- Spot clean facilities when necessary during the daytime
- Undertake light installation or carpentering
- Assist tradespeople and delivery men
- Shovel snow
- Identify and report the need for major repairs
- Direct traffic
- Deliver meals to other buildings
- Drive bus - 4B license desirable
- Responsible for opening/closing buildings
- Managing trash removal and recycling as per building requirements
- Cleaning, maintaining, organizing and proper storage all required tools and equipment
- Responsible for safe and proper use of hand and power tools, ladders, personal safety gear, etc.
- Moving/transporting office furniture, school furniture, equipment and supplies in/around buildings and grounds
- Transport packages between buildings
- Appropriate use of school vehicles in the course of performing related job duties and as directed by management
- Change bulbs, locks/keys
- Exterior/interior painting and caulking, light drywall repair
- Pressure washing
- Other tasks as assigned by supervisor

REQUIREMENTS

- Proven experience as a Handyman - minimum 2 years experience
- Experience with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing or HVAC systems desirable
- Good communication ability, with strong interpersonal skills
- Team player - works well as a member of a group
- Well-organized and apt in problem solving
- Attention to detail
- High school diploma or equivalent is high preferred
- Mandatory police check
- A current, valid clean Driver's license is required, and must be maintained throughout the course of employment
- Ability to to work in indoor and outdoor environments, in all weather conditions
- Ability to predominantly work on their feet during working hours, and throughout the course of the day
- Ability to lift and carry fifty (50) pounds; able to bend, reach, push, pull, load, unload, climb, etc. including the ability to work safely from a six (6) foot ladder
- Maintain a positive attitude