

Handyman Job Description

Duties and Responsibilities:

- Fix doors in the organization and change the locks if they are bad.
- Carry out carpentry works by fixing furniture.
- Repair electrical gadgets.
- Repair plumbing appliances.
- Repair mail box and replace when necessary.
- Carry out flooring works.
- Troubleshoot general problems.
- Repair and replace general hardware.
- Remove stains and paint building when necessary.
- Attend to members of staff promptly when called upon.

Handyman Requirements – Skills, Knowledge, and Abilities

- Security consciousness.
- Being highly observant.
- Ability to solve problems.
- Being smart and agile.
- Have good human relations.
- Ability to work under pressure.
- Good time management.
- Good knowledge of electrical works.
- Good knowledge of carpentry.
- Have a positive attitude to work.
- Ability to prioritize tasks.
- Ability to follow instructions.