



GOVERNMENT OF JAMAICA JAMAICA LIBRARY SERVICE

JOB TITLE:	Handyman
JOB GRADE:	LMO/TS 1
POST NUMBER:	252359
BRANCH:	Jamaica Library Service, Headquarters
REPORTS TO:	
ACCOUNTABLE TO:	
MANAGE	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/ revised

Job Purpose:

Under the supervision of the Building & Maintenance Officer the Handyman maintains the grounds of the property, and performs other miscellaneous tasks, in order to maintain a clean and tidy environment.

Key Outputs:

- Lawns cut and maintained
- Grounds swept/raked
- Garbage collected and emptied
- Seedlings, materials loaded/unloaded
- Office windows and fans cleaned
- Department vehicles washed
- Hedges and potted plants watered

Key Responsibility Areas:

- Maintains lawns and verges by mowing;
- Uses bushwacker and machete to clear difficult areas;
- Waters trees, shrubs, and lawns;
- Daily upkeep of grounds including removal of litter;
- Collects garbage and empties garbage bins;
- Assists with loading and unloading of plants, resource and other materials as directed;
- Washes the Agency's vehicles;
- Cleans the office windows and fans;
- Performs other related duties that may from time to time be assigned

Performance Standards:

- Lawns are cut and manicured as required
- Grounds are cleaned on a daily basis
- Garbage bins emptied at least once daily
- Agency's vehicles washed when necessary
- Office Windows and fans washed as required
- Agency policies and procedures are adhered to

Physical and Mental Demands

- Frequent standing and walking
- Lifting or carrying heavy objects
- Bending and climbing
- Ability to work from ladders

Key Competences

- Good interpersonal skills

- Effective listening and observation skills
- Ability to follow instructions
- Ability to provide oral report (feedback)
- Ability to use various hand and power tools and equipment
- Ability to work outside their regular scheduled hours, to be available for emergency and/or prearranged work.

Education/Experience

- Secondary education
- Demonstrated experience in the use of hand and power tools and equipment eg. lawnmower, bushwacker, drills, power saw etc.

OR

Any combination of equivalent education and experience.

Work Environment

- Exposure to adverse environment eg. dirt, garbage
- Exposure to outside weather conditions
- Exposure to chemicals in storage