

All Florida Electric

Handy Man

Classification

Non-Exempt

Reports to

Senior Project Manager

JOB DESCRIPTION

Electrical Helper Duties:

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

Qualifications:

1. High School Diploma or General Education Degree
2. Security consciousness.
3. Being highly observant.
4. Ability to work under pressure.
5. Good time management.
6. Good knowledge of electrical works.
7. Have a positive attitude to work.
8. Ability to prioritize tasks.
9. Ability to follow instructions.
10. Must have your own tools and be a self-starter and be able to work on your own
11. Need a valid driver's license and a clean driving record
12. Excellent critical thinking and problem-solving ability
13. Excellent physical condition and flexibility to work long shifts

SIGNATURES

Handy Man Job Description has been approved by all levels of management:

Director of Human Resources: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature _____ Date _____

Employee Printed Name: _____