



**CIVIL SERVICE OF JAMAICA**  
**JOB DESCRIPTION AND SPECIFICATION**  
**MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND**  
**TRANSPORT (MSETT)**

<b>JOB TITLE:</b>	Handyman
<b>JOB GRADE:</b>	LMO/TS 2
<b>POST NUMBER:</b>	51020 & 50696
<b>DIVISION:</b>	Corporate Services
<b>UNIT/BRANCH:</b>	Property Management Branch
<b>REPORTS TO:</b>	Office Manager
<b>MANAGES:</b>	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 Office Manager, the Handyman is responsible for the lifting, transporting and securing of equipment, goods, stationery and other physical assets of the MSETT, and assisting with general errands relevant to the MSETT.

## **KEY OUTPUTS**

- Goods, stationery and equipment moved to appropriate locations safely;
- Mail delivered;
- Heavy objects lifted;
- Motor vehicles checked and washed/cleaned.

## **KEY RESPONSIBILITIES**

- Assists in the washing of the Division's vehicles;
- Assists with the setting up of office spaces by moving furniture and equipment;
- Ensures that all heavy equipment and boxes are placed in vehicle for delivery to external customers;
- Maintains proper record of daily assignments in log book;
- Carries out daily checks on MSETT's vehicle to ensure they are washed and clean;
- Lifts heavy objects such as boxes, equipment and furniture and place them at appropriate sites/ locations in MSETT;
- Responds to emergency calls when directed by employer or office staff;
- Undertakes the delivery of documents, articles, equipment and furniture to the different offices, as directed;
- Performs other assigned duties.

## **INTERNAL AND EXTERNAL CONTACTS**

### *Internal*

Contact	Purpose
Director, Administration and Asset Management	Guidance and work assignment

Transport Manager	Work assignment
Office Manager	Instruction and guidance
All staff members	Delivery of articles, furniture and equipment.

### *External*

Contact	Purpose
Suppliers	Matters pertaining to unloading of MSETT's furniture and equipment.

## **PERFORMANCE STANDARDS**

- MSETT's furniture is maintained internally and serviced within the specified time frame;
- Goods are collected and stored promptly;
- Heavy equipment lifted and properly stored;
- Documents and other items delivered within set time frame;
- Available to perform duties upon request.

## **REQUIRED COMPETENCIES**

Core	Level	Functional	Level
Oral communication	1	Problem solving and decision making	1
Written communication	1	Initiative	1
Customer and quality focus	1	Ability to read and write	-
Teamwork and cooperation	1	Ability to work with minimum supervision	-
Integrity	1	-	-
Compliance	1	-	-
Interpersonal skills	1	-	-
Change management	1	-	-

## **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- School Leaving Certificate **or** completion of Secondary Education;

- Minimum of one (1) year working experience as a Handyman or in a similar position.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Lifting of objects;
- Maybe required to travel with driver to perform other official duties;
- Maybe required to work outside normal working hours during the week;
- General washing and cleaning of motor vehicles assigned.

### **AUTHORITY**

- None