



Government of the Co-operative Republic of Guyana
Environmental Protection Agency



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Job Title:	Handyman	Job Code:	A-H
Department/Unit:	Facilities Management Department	Position Type:	Full Time ___ Part Time ___ Contractor ___ Intern ___
Location:	Head Office – Georgetown/Whim - Berbice	Scale Grade:	
Reporting To:	Head, Facilities Management		
Supervises:	NA		

Overall Objective

To provide support in the upkeep and maintenance of the Agency’s offices, buildings and surroundings.

Duties and Responsibilities

1. To perform minor carpentry and electrical works.
2. To painting of offices and other areas as necessary.
3. Disposal of garbage.
4. Beautifying and upkeeping the of compound and buildings, e.g., cleaning of drains, weeding of compound and its surroundings, etc.
5. Assist with the movement of items purchased for the Agency.
6. Assist with the movement of furniture, equipment to and from offices.
7. Assist with reproducing, collating and distributing of documents.
8. Assist with the delivery and collection of supplies to and from EPA.
9. Assist with general upkeep of offices and compound
10. Performing other related duties that may be assigned from time to time.

Requirements

Qualifications and Work Experience:

- Basic reading and writing skills
- At least one (1) year experience in a similar position.
- Basic building maintenance knowledge.

Competencies:

- Good interpersonal skills.
- Should always be well presented.
- Courteous, pleasant and respectful disposition in-keeping with approved workplace decorum.
- Should always be cognizant of his/her use of language, voice level, actions and body language in the work environment and self-aware of public impression.
- Ability to be a self-starter in adhering to completion of scheduled duties.
- Should always exercise care in execution of his/her duties to preserve the assets of the Agency.