

## Schedule 'A'

<b>Job Title:</b>	<b>Handyman</b>
<b>Primary Function:</b>	The Handyman will provide maintenance in the areas of plumbing, heating, and carpentry to be able to troubleshoot and repair general building and maintenance problems. This includes the knowledge required to estimate, lay-out and complete small remodeling projects such as framing walls, hanging and finishing drywall, installation of drop ceilings, painting, floor work, etc.
<b>Reporting Relationship:</b>	This position reports to the Community Infrastructure Manager
<b>Wage:</b>	PW Salary Grid
<b>Term of Employment:</b>	Permanent
<b>Effective Date:</b>	2018
<b>Incumbent:</b>	

### Responsibilities:

- Respond to work orders and make repairs;
- Basic plumbing;
- Carpentry, locks replacement, painting, drywall repairs;
- Caulking, grouting, tile work, suite cleaning;
- Roof and eave trough & drain cleaning, when safe;
- Routine maintenance on buildings as required;
- Heat Recovery Ventilator (HRV), maintenance, trouble shoot;
- Advise Housing Coordinator when there is need of specialized trades people to complete jobs;
- Maintains records of repairs and costs related to those repairs.
- May be required to train and oversee assistants
- Conduct move-out/in and other inspections in rentals
- Take delivery of supplies, check packing slips
- Inspections and inspection/maintenance log of all building systems;
- Other related tasks as given by the Housing Coordinator and Community-Infrastructure Manager.
- Maintenance of TFN Warehouse;
- Inventory of supplies and tools (i.e.: power tools, hand tools);

- Willing and able to travel for training;
- Must be good with people
- Must be physically fit
- Able to work with minimum supervision
- Must be willing to work variable hours (after office hours, emergency repairs, etc.)

**Qualifications:**

- High School Graduation
- Previous experience
- Good interpersonal/ communication skills
- Must be in good health and physically fit
- Class G driver's license
- Possess or willing to obtain valid CPR and First Aid
- Own tools would be an asset