



MANAGEMENT JOB DESCRIPTION

JOB TITLE:	HANDYMAN	LOCATION:	HEAD OFFICE
REPORTS TO:	ADMINISTRATIVE OFFICER	JOB CODE:	01-01-13-02
DIVISION:	CORPORATE SERVICES	GRADE:	01
DEPARTMENT:	HUMAN RESOURCES	SECTION:	HUMAN RESOURCES MANAGEMENT

SUMMARY STATEMENT Responsible for performing a variety of manual tasks at **GuyOil** on the grounds, interior and offices of the Company.

D U T I E S R E Q U I R E D	J O B R E S P O N S I B I L I T Y	<p>DESCRIPTION OF DUTIES:</p> <p>ASSEMBLIES, installs and repairs office furniture; DRILLS holes, POSITIONS and ATTACHES fixtures such as trowel rods, door catches and handles to doors.</p> <p>CARRIES out general repairs to woodwork in building and other wooden structures.</p> <p>INSTALLS internal building fixtures such as cupboards and lintels; wooden profiles, formwork, structures and fixtures and BUILDS and ERECTS or DISMANTLES ladders or scaffolding.</p> <p>CLEANS work areas, tools and equipment.</p> <p>REQUISITIONS tools and materials as required. MAINTAINS records of tools and materials issued.</p>
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The above responsibility statements identify specific duties necessary to attain GuyOil's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

W O R K F I E L D D A T A	<p>WORK FIELD:</p> <p>WORK REQUIREMENTS:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><u>MACHINES</u></td> <td style="width: 25%;"><u>TOOLS</u></td> <td style="width: 25%;"><u>WORK AIDS</u></td> <td style="width: 25%;"><u>EQUIPMENT</u></td> </tr> <tr> <td>Power Saws</td> <td>Pens</td> <td>Clips</td> <td>Air Compressor</td> </tr> <tr> <td>Gluing Machine</td> <td>Pencils</td> <td>Blue Prints</td> <td>Power Washer</td> </tr> <tr> <td>Riveting Machines</td> <td>Markers</td> <td>Drawings</td> <td>Wheel Barrow</td> </tr> <tr> <td>Tapping Machine</td> <td>Tape Saws</td> <td>Rules</td> <td>Hand Truck</td> </tr> <tr> <td>Shaving Machines</td> <td>Try-Square</td> <td>Internal Stores Requisition</td> <td></td> </tr> <tr> <td>Electric Planer</td> <td>Planer</td> <td>Advance Forms</td> <td></td> </tr> <tr> <td>Sanding Machine</td> <td>Portable Power Tools</td> <td>Job Sheets</td> <td></td> </tr> <tr> <td>Jointer Roller</td> <td>Spray Gun</td> <td>Hose</td> <td></td> </tr> <tr> <td>Drill</td> <td>Staple Gun</td> <td></td> <td></td> </tr> <tr> <td>Dusting Machine</td> <td>Stud-Driver</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Wrench Sets</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Hammer</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Chisel</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Spray Gun</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Clamps</td> <td></td> <td></td> </tr> </table>	<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>	Power Saws	Pens	Clips	Air Compressor	Gluing Machine	Pencils	Blue Prints	Power Washer	Riveting Machines	Markers	Drawings	Wheel Barrow	Tapping Machine	Tape Saws	Rules	Hand Truck	Shaving Machines	Try-Square	Internal Stores Requisition		Electric Planer	Planer	Advance Forms		Sanding Machine	Portable Power Tools	Job Sheets		Jointer Roller	Spray Gun	Hose		Drill	Staple Gun			Dusting Machine	Stud-Driver				Wrench Sets				Hammer				Chisel				Spray Gun				Clamps		
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QUALIFICATIONS PROFILE

JOB TITLE: Handyman		JOB CODE : 01-01-13-02		
FACTORS		SUBSTANTIATING DATA	DEGREES	POINTS
1	EDUCATION	Post primary education. Ability to observe for similarities or differences; take instructions to carry out assigned work and manipulate tools and materials.	6	15
2	EXPERIENCE/JOB KNOWLEDGE	Ability to carry out manual tasks using carpentry tools. Previous experience in maintaining grounds and gardens in an outdoor setting and performing related duties, is an advantage. Knowledge of planting and caring for trees, shrubs; using chemicals that are environmentally friendly.	6	15
3	SUPERVISION	Direct instructions are given in relation to tasks to be done. The subordinate works as instructed and consults with the Supervisor on all matters not covered in the original instructions. Responsible for work assignments which are controlled through the structured nature of the work. The Manager/Supervisor reviews completed work for accuracy, completeness and adherence to instructions and established procedures.	5	11
4	RESPONSIBILITY FOR MATERIALS, CASH, ETC	The Incumbent performs repetitive work according to set procedures, sequence and pace and takes appropriate action to preserve plants that beautify the Bank's internal and external environment. Completes tasks as assigned and directed by Supervisor. Identifies obstacles to completing one's own tasks and seeks appropriate assistance.	5	11
5	COMPLIANCE	Measures and weighs chemicals to apply to assigned areas/plants in strict compliance with Manufacturers' guidelines. Utilises cropping or cleaning techniques in gardening activities. The employee works in strict adherence to instructions; deviations must be authorised by Supervisor or Manager. Carrying out carpentry tasks. Knowledge of related carpentry procedures are important to the job	4	15
6	QUALITY OF WORK	The Incumbent performs repetitive work according to set procedures, sequence and pace and takes appropriate action to preserve plants that beautify GuyOil's internal and external environment. Completes tasks as assigned and directed by Supervisor. Identifies obstacles to completing one's own tasks and seeks appropriate assistance. The Manager/Supervisor assures that finished work is acceptable, that processes are technically accurate and in compliance with instructions and established quality procedures.	4	15
7	ANALYTICAL SKILL	Simple, routine analyses in compliance of known rules, regulations and practices. The work involves understanding of standard construction processes. Calculates quantity of material required for given job and provides estimates of costs. Duties require understanding of fertilisers, fungicides, herbicides and insecticides. Simple analysis of materials and data. Duties require some degree of interpretation which may affect accuracy, timeliness or usefulness of results.	5	9
8	TECHNICAL/ PROFESSIONAL	Specific detailed instructions covering all important aspects of the assignments are provided to the employee. The employee works in strict adherence to instructions; deviations must be authorised by Manager or Supervisor.	4	13
9	INTERPERSONAL SKILL	Contacts are of little importance, few in number apart from members of the Incumbent's own Department.	5	9
10	MENTAL AND VISUAL DEMANDS	Range of activities confined within one Unit. Tasks are fairly homogenous. Repetitive work, where the same tasks require little mental activity, but which may require some physical application to complete a day's assignments. Tasks and problems tend to be closely related in terms of the contacts made and skills used.	4	7
11	WORKING ENVIRONMENT	Heavy work, requiring lifting, carrying, pushing and pulling; climbing and balancing; stooping, crouching and raising of hands; reaching, handling with a strong grip; ordinary talking and conversation. Works inside, outside, during daytime and around people.	2	60
LICENCES:			TOTAL:	180
SIGNATURES:				
PREPARED BY: S.V. JONES ASSOCIATES			DATE:	
REVIEWED BY _____	DESIG. _____		DATE: _____	
APPROVED BY _____	DESIG. _____		DATE: _____	
APPROVED BY _____	DESIG. _____		DATE: _____	