

Handyman responsibilities include:

- Performing maintenance and light repairs
- Performing routine landscaping on the grounds
- Cleanup after projects, such as vacuum, sweep, trash removal

Job brief

We are looking for a reliable **Handyman** to undertake upkeep and repair tasks at the interior or exterior of company premises. We'll rely on you to keep our facilities in perfect condition by doing various odd jobs.

Deft hands and technical knowledge are important parts of a handyman's arsenal. You must be well-organized with strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job. Ability to respond to task tickets from a smartphone is requirement.

This position is part time and may fluctuate seasonally depending on needs of company.

Responsibilities

- Perform maintenance and light repairs to variety of needs (e.g. replacing faucets, weatherizing windows/doors, light bulb replacements, pest management, unclog sinks/toilets)
- Perform routine landscaping on the grounds (e.g. water feature maintenance, fence repair, play equipment repair, irrigation repair, lawn/tree maintenance)
- Perform routine maintenance tasks (e.g. replacing HVAC filters, cleaning gutters, etc)
- Paint and fill gaps or crevices (on walls, sidewalks etc.)
- Undertake light installation or carpentry (e.g. build cabinets/assembling furniture)
- Repair equipment or appliances
- Assist tradespeople with electrical, plumbing or HVAC repairs
- Undertake duties as assigned or emergency tasks (e.g. shoveling snow, spreading de-icer salt, identifying safety hazards)

- Identify and report the need for major repairs
- Travel to and from multiple locations (Monroe, Corvallis, Albany)
- Purchasing and maintaining accurate reimbursement paperwork

Requirements

- Proven experience as handyman
- Ability to lift up to 60lbs and maintain safety guidelines for this position
- Provide own smartphone to connect to task job ticket system
- Reliable transportation vehicle with proof of insurance and pass a clean driving record check
- Experience with hardware tools (must provide own tools – negotiable requirement)
- Basic understanding of electrical, plumbing or HVAC systems
- Basic math skills
- Good communication skills
- Well-organized and apt in problem-solving independently without supervision
- Attention to detail that aligns with company vision and mission statements
- Pass background check