

Senior Handyman x2 (Cape Town)

We have x2 vacancies for a **Senior Handyman** to be based in **Cape Town**.

If you appreciate a company culture that encourages ownership, innovation and client delight, you will thrive in our diverse and driven team.

Position Summary

To take action on and assist the skilled tradesmen by performing maintenance and repair work of a general nature.

Key Accountabilities:

- Complete Technical requests
- Complete non-technical requests
- Facility maintenance
- Ad-hoc duties
- Ensure compliance to Health and Safety Act
- Attend to client complaints / requests and ensure all calls are logged at the helpdesk
- Communicate repairs / feedback to FM via Forcelink / daily report

Primary Duties

Technical Requests

- Assist in corrective, planned and preventative maintenance
- Perform repairs to all building fabric, electrical and mechanical
- Perform repairs to locks, handles hinges and accessories
- Conduct minor building repairs, maintenance and painting
- Maintain tool boxes and equipment
- Report all technical defects and assist in rectifying them
- Perform daily routine building and equipment inspections and report to line manager
- Manage general housekeeping and tools register

Secondary Duties

- Move office furniture
- Assist in unloading big deliveries
- Move unused furniture or equipment to storage
- Maintain neatness of stores
- Compile Store Stock Sheet
- Be familiar with the layout and facilities of the site and adhere to the client house rules
- Establish and maintain a good working relationship with the management and staff of the site where based
- Adhere to reasonable ad-hoc requests from management

Facility Maintenance

- Inspect all facilities and ensure they are in good working order
- Inspect the condition of electrical equipment and building fabric
- Inspect all partitioning, ceilings, roof and building structure
- Inspect windows and doors and ensure all are in good order
- Inspect all painted surfaces and ensure in good order
- Report / communicate defects / repairs to Manager



It should be noted that, for operational reasons, it may be necessary to perform tasks other than those described herein from time to time.

Prescribed procedures may be amended by management as and when required.

Key Skills and Experience Required:

- Grade 12
- Trade Certificate / Technical Courses preferred
- Min 5-year Handyman experience, with min 2–3-year solid maintenance working experience in a built environment
- Good comprehension of English / Afrikaans language

People and Management Skills:

- Ability to work independently
- Good attention to detail
- Good interpersonal skills
- Good customer relations (Customer focused)
- Proven leadership skills
- Ability to work under pressure and meet deadlines
- Ability to handle and control difficult situations
- Self-motivated and driven
- Willingness to walk the extra mile

Key Result Areas:

- Multi skilled
- Good people skills
- Practical work experience
- Hands-on person
- Ability to plan, organize and control own work effort
- Understand and follow oral and written instructions
- Motivated
- Ability to work independently
- Ability to prioritise tasks
- Ability to meet deadlines
- Ability to use initiative to solve minor problems
- Ability to work in a team
- Pro-active
- Energetic
- Ability to act quickly and calmly in an emergency situation

Additional Responsibilities and Skills:

The employee acknowledges that all duties performed will reflect on the client and will thus act in a professional manner at all times, as FMS is a service provider, all necessary steps need to be taken to ensure that the service has been delivered according to client requirements, and to prescribed service levels.

Interested? Submit your CV now.

As a proudly South African brand, AFMS Group (Pty) Ltd will consider our commitment to transformation and employment equity goals for this position: AM, WM and WF.



For information on AFMS Group, including more information on our company culture, visit our website at www.afmsgroup.co.za.

Please note, relocation costs will not apply.

**If you don't hear from us in 14 days, consider your application unsuccessful.
Applications to be addressed to: Alisha Singh: recruitment@fm-solutions.co.za**

Closing Date for applications: Thursday, 22nd February 2024, by 16h00