

Handyman (based in Cape Town)

We have a vacancy for a 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, driven team.

Position Summary

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

Key Accountabilities / Principal Responsibilities:

Primary Duties

- Building fabric maintenance
- Plumbing first line maintenance
- Electrical first line maintenance
- General facility maintenance
- Ad-hoc duties
- Ensure compliance to Health and Safety Act
- Attend to client complaints/requests and ensure all calls are logged with the helpdesk
- Communicate repairs/feedback to Facilities Manager via Computer Aided Facilities Management System (CAFMS) / daily report
- Standby for repairs outside of normal working hours

Technical Requests

- Assist in corrective, planned and preventative maintenance
- Repair all building fabric, carpentry and joinery
- Repair locks, handles hinges and accessories
- Repair office furniture and cabinets
- Conduct minor building repairs, maintenance and painting
- Maintain tool boxes and equipment
- Report all technical defects and assist in rectifying
- Perform daily routine building 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 store
- 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 ad-hoc reasonable requests from management

Facility Maintenance

- Inspect all facilities and ensure they are in good working order (planned preventative programme)
 - Tiling and paved surfaces
 - Partitioning, ceilings, roof and building structure
 - Windows and doors
 - Painted surfaces
 - HVAC equipment
- Report/communicate defects/repairs to Facilities 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.

Qualification Requirements and work-related experience

- Grade 12
- Min 2-year maintenance working experience in a built environment
- Good comprehension of English / Afrikaans language
- Code B Driver's License

People and Management Skill

- Multi skilled
- Good people skills
- Hands-on person
- Able to plan, organise and control own work effort
- Understand and follow oral and written instructions
- Self-motivated
- Able to work independently
- Able to prioritise tasks and meet deadlines
- Able to use initiative to solve minor problems
- Able to work in a team
- Pro-active and energetic

Key Result Areas:

- Understand role of reporting to the business and client
- Understand the importance of collaborating with various teams to ensure all handyman and maintenance tasks are carried out in accordance with safety regulations and client standards
- Understand that feedback and communication is critical to success

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 AFMS Group operates as 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.

All vacancies advertised by AFMS Group are in full adherence to South African labour legislation, including the Employment Equity Act, Labour Relations Act and Basic Conditions of Employment Act.

We strive to create an inclusive workplace that values diversity and welcomes applications from all qualified individuals, regardless of race, gender, disability, or any other protected characteristic.

Our recruitment process is fair and equitable, focusing on the qualifications, skills and experience that are relevant to each role. We ensure that all candidates are treated equally, and no discrimination will be tolerated.

By submitting your application, you consent to the processing of your personal information in accordance with the Protection of Personal Information Act 2014 (POPIA) for recruitment and hiring purposes.

Please note, relocation costs will not apply.

If you have not received a response within 30 days of the closing date, please consider your application unsuccessful. However, your information may be retained for future opportunities unless you request otherwise.

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

Applications to be addressed to Matthew Toontjies: recruitment@fm-solutions.co.za

Closing Date for applications: 20 April 2026, by 16h00