



### Job Description

<b>Position Title</b>	Handyman
<b>Department</b>	Facilities
<b>Reporting To</b>	Manager Civil & Residences Maintenance
<b>Type of Position</b>	Contractual -1 Year

#### POSITION DESCRIPTION

Maintenance Services at President House and Official Faculty Residences

#### DUTIES AND RESPONSIBILITIES

##### Operation, Repair, Maintenance & Troubleshooting of:

- ✓ Electrical Distribution: Lights replacement, Fans/exhaust maintenance, Battery replacement, Panels maintenance, Switches maintenance, Earthing testing, Operational measurements
- ✓ Solar Power: Terminations tightening, Panels washing, Inverter cleaning, Performance monitoring
- ✓ Generator: Oil/Filters/Battery maintenance, Radiator maintenance, Fuel system maintenance, Alternator/panel maintenance, Misc. repair, Operational monitoring
- ✓ Split ACs: Leak repair, gas charging, Gas pressure check, AC/Filter servicing, Wiring, piping dressing, Paint touchup, Ducting upkeep, Operational check
- ✓ Plumbing: Pump / Motor maintenance, Fixtures/sand filter maintenance, Geysers upkeep, Chlorine replenishment, Piping upkeep
- ✓ Swimming Pool: Chlorine replenishment & dosing, Pump/Filter operation & maintenance, Pool vacuuming, Operational parameters monitoring
- ✓ Civil Works: Building/equipment paint upkeep, Welding/fabrication repair, Appliances maintenance, Misc. repairs/improvements, Market-sourced services coordination

#### REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none"><li>✓ Trade/vocational qualification</li><li>✓ DAE preferred</li><li>✓ Electrical bias</li></ul>
Required Experience	<ul style="list-style-type: none"><li>✓ 5-10 years hands-on multi-maintenance, troubleshooting work experience</li></ul>

#### REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Electrical wiring, troubleshooting	High
2.	Split ACs servicing, repair	High
3.	Generator operation, maintenance	High
4.	Swimming pool maintenance	Medium
5.	Plumbing maintenance	Medium
6.	Domestic appliances maintenance	Low
7.	Paint, welding, Civil works	Low
8.		

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Verified By (For HR Only)

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Line Manager (If Any)

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Head of the Department