



Life Essence Housing and Support

Handyman Job Description

Job Title:	Handyman
Hours:	Variable
Salary:	volunteer
Holidays:	N/A
Start Date:	08/08/2018
Probation Period:	3 Months
Contract:	Perm
Line Manager:	N/A

Overview of Responsibilities

Responsible for all upgrades in preparation for habitation and all ongoing maintenance of the property. Making repairs in the property or coordinating the relevant contractor if external help is needed. There is more work at the start of the partnership to complete the upgrades to the property so that the residents can move in. You do not have to be qualified in a trade but if you are please let us know. Whether you are a qualified electrician or just handy with a screwdriver this is a role for you.

Detailed Responsibilities

Oversee maintenance work and any physical property needs:

1. Make repairs yourself where possible

Straight after property completion

2. Instruct contractors you have sourced for the various upgrades (checklist provided by GP)
3. Coordinate volunteers to tidy and paint the property if necessary

Ongoing

4. Ensure the HMO standards for the property are met (if required) e.g. fire doors, smoke detectors
5. Ensure all certificates are kept up to date and copies are sent to GP
6. Complete the Annual Property Inspection Form and submit to GP
7. Maintain a homely environment in the property e.g. painting, decorating and furnishing
8. Keep on top of minor and major repairs during the life of the partnership