



<b>Title</b>	Handyman
<b>Department(s)</b>	Facilities
<b>Reports to</b>	Facilities Manager

**Purpose Position:**

- To perform light repairs and help maintain the mechanical aspects of the House.

**Responsibilities:**

- Perform preventative maintenance
- Help troubleshoot potential mechanical problems
- Light electrical maintenance such as changing out light bulbs, re-wiring lamps, etc.
- Keeping track of inventory of all maintenance items in handyman area
- Plumbing repairs such as clogged drains, replacing toilet tank flapper valve, etc.
- Light patch repair & painting in offices and guest rooms
- Repair equipment or appliances
- Repair broken furniture and other items
- Work with the Facilities Manager to help move furniture, files, etc.
- Help Facilities Manager do routine maintenance checks of guest rooms
- Be able to drive the House van to pick-up and drop off donations

**Commitment:**

- Schedule is flexible
- Six to eighteen hours a month

**Qualifications:**

- Experience with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing or HVAC systems
- Attention to detail
- Must be comfortable bending, climbing 6'-8' ladders, standing, light lifting
- Possess qualities of friendliness, dependability and flexibility
- Personable, patient and a good communicator
- Able to deal with the public in a helpful and supportive manner
- Resourceful and able to work independently while also able to accept direction

- Able to represent the House in a professional manner
- Demonstrate respect for confidentiality
- Must be 18 years of age or older

**Training:**

- Attend a new volunteer orientation
- On-the-job training
- Annual TB test required
- Authorize RMHCCIN to conduct a background check

**Location:**

- Limestone

Updated 4/16/19