



TRINIDAD AND TOBAGO OCCUPATIONAL SAFETY AND HEALTH AGENCY

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: HANDYMAN	
JOB SUMMARY:	
<p>This job requires the incumbent to perform routine maintenance of building, grounds, equipment and other small jobs at the OSHA that may be required from time to time.</p>	
REPORTS TO:	Administrative Services Supervisor
SUPERVISION GIVEN TO:	Nil
KEY DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • Performs simple preventative/routine maintenance throughout the building. • Checks for and replaces blown bulbs. • Checks and performs minor repairs on equipment within the building. • Oils door locks and hinges. • Arranges all furniture moves in the building where necessary. • Assists generally in the office in routine tasks. • Performs any other related duties as required. 	
REQUIRED KNOWLEDGE SKILLS AND ABILITIES:	
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of basic preventative maintenance of buildings.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to follow simple oral and written instructions. • Ability to establish and maintain effective working relationships with other employees and the public.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> • Three (3) GCE/CXC subjects inclusive of English Language and Mathematics. • At least two (2) years' experience in a similar position. • Certificate in General Maintenance of Buildings will be an asset. • Any other relevant combination of education, experience and training will be considered. 	
COMPENSATION PACKAGE:	
<ul style="list-style-type: none"> • TT\$4,000 Monthly 	



Submission of Applications:

Interested candidates are required to submit copies of their Curriculum Vitae, certificates and cover letter to careers@osha.gov.tt or send to:

Human Resource Manager
The Occupational Safety and Health Agency
#9 Alexandra Street, St. Clair.

Detailed job descriptions for the positions advertised are available at: www.osha.gov.tt

Applications should be submitted **NO LATER than Friday 7th April 2023**.
We thank all applicants for their interest and advised that **ONLY** suitably qualified candidates will be considered.

Applications submitted via social media will not be acknowledged.