



## General Handyman

### Company Overview

Hire A Hubby is Australia's largest handyman business. Our goal is to provide customers with a complete handyman service. Our home maintenance franchises are spread all across Australia and standalone individual businesses.

### Operating Environment

As a Handyman you will be required to work on-site as part of your day to day duties. You will be required to:

- provide your own transport to and from your start and finish location. You may also be required to travel in your vehicle to alternative locations or to pick up material during work hours.
- supply your own tools and equipment. It is your responsibility to ensure your tools meet the required workplace health and safety standard and are in working order,
- possess a working knowledge of how to operate tools and equipment, to manufacturer's specifications,
- transport your tools and personal protective equipment to each site,
- work onsite. As such you will experience limited access to facilities and amenities, including kitchen and lunch facilities,
- work with limited or no supervision, and
- perform physical labour often exposed to the elements, sometimes in extreme conditions. As such, it is an inherent requirement of the position that persons occupying the position have both the physical and mental fitness to work in these conditions.

### Job Purpose

The primary function of the role is to provide a variety of professional handyman services including repairs, maintenance and minor renovations as required by clients in both the residential and commercial fields.

You will report to the Franchise Manager or any other person as directed by the Company.

### Roles and Responsibilities

An employee at this level:

- can interpret plans and drawings relevant to their functions;
- uses precision measuring instruments;
- basic material handling functions
- operate small plant and pneumatic machinery;
- has some responsibility for the order and purchase of materials within defined parameters;
- operate a range of hand and power tools;



- has a knowledge of the construction process and understands the sequencing of construction functions;
- ability to work in a safe manner as not to cause self-injury or injury to others
- applies quality control techniques to the employee's own work and other employees within the Work team;
- utilises ICT equipment in the course of their employment;
- can complete paperwork required to ensure projects are completed; and
- can utilise basic problem solving skills.

### Key Relationships

<b>Internal</b>
Franchisee owners, Supervisors, Administration Officers,
<b>External</b>
Clients, Suppliers, Sub contractors

### Selection Criteria

<b>Knowledge and Experience</b>
<ul style="list-style-type: none"> <li>• At least 2 years' experience as a professional handymen, or</li> <li>• At least 2 years' experience in a related labourer role in the building and construction industry, or</li> <li>• At least 5 years' demonstrated experience in renovating residential properties.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• The equivalent or greater than to Certificate 2 in Building and Construction</li> <li>• Year 10 level education</li> </ul>
<b>Skills</b>
<ul style="list-style-type: none"> <li>• Basic fault finding skills</li> <li>• Knowledge of Health, Safety and Environment obligations and Personal Protective Equipment</li> <li>• Use of selected hand tools and hand operated power tools</li> <li>• Effective Communication in the workplace</li> <li>• Lawn maintenance and rubbish removal</li> <li>• Gutter cleaning and minor repairs</li> <li>• Assemble and install flat packs including garden sheds, trampolines, etc</li> <li>• Wall fixings including mounting TVs, shelves, art work, cabinets,</li> <li>• Basic demolition</li> <li>• Labouring on medium size construction jobs with limited supervision including pergolas, decks, kitchens, bathrooms</li> <li>• Basic plastering repair jobs</li> <li>• Painting</li> <li>• Supervised framing, skirting, architrave</li> <li>• Basic Door and lock installs</li> </ul>



- Basic knowledge of Information Communication Technology devices including sending and receiving emails and texts, managing an electronic time sheet, etc.

#### Key Systems and Equipment Usage

- Microsoft Office Suite
- Internet Explorer
- Hand and Power tools

#### Licenses

Current driver's licence

#### Transport

Own Vehicle

#### Hand Tools

- Hammer
- Wood chisels
- Tape measure, ruler and builders pencil
- Screw driver set
- Hand saws and hacksaw
- Level
- Socket and spanner set
- Wrecking bar
- Shovel, pick and post hole digger
- Stud finder
- Pliers and wrenches
- Tin snips
- Mitre saw and block
- Step ladder and extension ladder
- Punch set
- Paint brushes, rollers and drop sheets

#### Power Tools

- Cordless drill and bits
- Electric drill
- Hand held circular saw
- Electric Planer
- Electric jig saw
- Reciprocating saw
- Angle grinder

#### Personal Protective Equipment

- Ear protection including ear muffs or plugs
- Eye protection including safety glasses
- Head protection including hair net or hat
- UV protection including sun screen and hat
- Hand protection including gloves
- Foot protection including steel capped boots
- Respiratory protection including respirators or dusk masks.

#### Behaviours

##### Communication

- Expresses self effectively e.g. Appropriate use of tone and body language
- Checks for understanding & uses listening skills
- Influences others to achieve outcomes
- Is open to feedback
- Appropriately resolves conflict/disagreement

##### Team Work/Leadership

- Can be relied upon to provide support to other team members
- Works cooperatively with peers
- Respects individuals in the site & knows the parameters of authority
- Attentive & follows instructions
- Gets the job done with a minimum fuss

##### Service Focus

- Acknowledges clients e.g. Makes eye contact, smiling and greeting
- Communicates effectively with people with different needs & levels of understanding
- Provides information in an appropriate manner e.g. use of tone, & body language.
- Uses active listening skills

##### Professional Attitude

- Maintains professional & neat appearance at all times
- Exhibits positive body language & looks alert & attentive
- Maintains fresh personal hygiene
- Displays high level of personal energy & commitment.



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### **Eligibility to work in Australia**

You must ensure that you remain eligible to work in Australia for the period of your employment.

### **Health Safety and Environment Obligations**

You have an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

### **Authority Limits**

This position needs to obtain approval on all purchases over the amount set out by your Manager.

### **Signatures**

\_\_\_\_\_  
*Employee's signature*  
*(insert name of employee)*

\_\_\_\_\_  
*Manager's signature*  
*(insert name of manager)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*