



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** HANDYMAN

**MINISTRY:** PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT

**LOCATION:** SOUTH CAICOS but at the discretion of TCIG may be relocated to another part of TCI. Travel within TCI will be required.

### **JOB SUMMARY:**

The post holder responsibilities include providing labour / assistance in all aspects of small PWD Maintenance works. Working under the instruction of the Supervisors the Handyman may be required to work alone or with a small team for the department's direct labour force. The Handyman will be responsible for a wide range of works from assistance with civil matters to building works and repairs.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Responsible to provide Labour for a wide range of Maintenance works
2. Work effectively and efficiently to ensure timely delivery of works.
3. Carry out minor maintenance carpentry, masonry and plumbing works.
4. Assess any maintenance works as requested and provide scope for estimate of materials as it relates to carpentry, masonry and plumbing works.
5. Assist the Supervisor with the procurement of materials for minor maintenance works.
6. Responsible for the general upkeep and safety of all tools assigned
7. Responsible for the inspection and supervision of any maintenance works carried out by contractors who are contracted by PWD.
8. Perform other related tasks as assigned
9. Adhere to all Public Service codes, rules and regulations

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Qualifications:**

Essential: The knowledge and ability to safely use small constructions tools and machinery  
Desirable: Certificate or equivalent in at least one construction discipline.





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## **Experience:**

- A minimum of two (2) years work experience in the construction field with outdoor hands on experience.

## **SALARY:**

- Grade 2.1 \$23,036 per annum --\$886.00 bi-weekly

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate. Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

