

COTA VOLUNTEER ROLE DESCRIPTION



TITLE OF POSITION: Maintenance Officer (Handyman)

CLASSIFICATION: Volunteer

DURATION: February 2017- December 2017

LOCATION: COTA office and specific offsite locations

Responsibilities and Duties: (Other duties may be assigned as appropriate)

We are looking for a reliable Handyman to undertake upkeep and repair tasks at the interior or exterior of COTA's premises. We will rely on you to keep our facility in perfect condition by doing various odd jobs.

Deft hands and technical knowledge are important parts of a handyman's arsenal. You must be well-organised with strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job.

Job Duties

- Perform maintenance and light repairs
- Paint and fill gaps or crevices (on walls, paths etc.)
- Undertake light installation or carpeting (e.g. build cabinets)
- Repair equipment or appliances
- Assist trades people with electrical, plumbing or general repairs
- Identify and report the need for major repairs

Time Commitment

- Hours and days are flexible but generally Monday through Friday, between 8.30am – 2pm

Organisational Relationship

The position is responsible to the Operations Manager

Skills and Experience

- Have job-related experience
- Proven experience as handyman
- Experience with hardware tools and electrical equipment
- Basic understanding of electrical, plumbing or HVAC systems
- Basic math skills
- Good communication ability

- Well-organized and apt in problem-solving
- Attention to detail

Policies and Procedures

COTA policies apply to volunteers as they do to staff. Some examples of these policies include:

- Volunteer Policy
- Police Check Policy
- Grievance Policy
- First Aid Policy
- Work Health and Safety Policy