

Job Title: Handy Person (Part-Time and Per Diem)

Site: Murieta <https://www.murietahoa.org/>

Reports To: Murieta Board of Directors

Summary:

We are seeking a skilled and experienced handyman to join our team. The ideal candidate will have a strong background in general maintenance and repair, with experience in a variety of areas including plumbing, electrical, carpentry, and landscaping. The handyman will be responsible for a wide range of tasks.

Responsibilities:

- Perform a wide range of general maintenance and repair tasks, including:
 - Plumbing repairs, such as fixing leaks, unclogging drains, and replacing faucets
 - Electrical repairs, such as replacing outlets, switches, and fixtures
 - Carpentry repairs, such as fixing doors, windows, and trim
 - Overseeing vendors for landscaping maintenance, such as mowing lawns, trimming hedges, and planting flowers
- Install and maintain security systems, such as CCTV cameras
- Maintain and repair landscaping features, such as fountains, gates, and brick flooring
- Troubleshoot and resolve mechanical and electrical issues
- Work with residents to address their maintenance needs
- Maintain accurate records of all work performed
- Follow all safety protocols and procedures

Qualifications:

- Completion of ROP Construction Technology courses or
- Experience as a handyman or in a related field.
- Strong knowledge of general maintenance and repair techniques
- Experience in one or more skills such as: plumbing, electrical, carpentry, and landscaping
- Ability to troubleshoot and resolve mechanical and electrical problems

- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Must be able to lift and carry heavy objects
- Must have a valid driver's license

To Apply:

Please submit your inquiries, resume and cover letter to TroyLee.GrX@gmail.com

Newark, CA, USA

Workers' Comp. Insurance provided.