



Job Title	Tradesperson
Department/Institute	Servicing & Maintenance
Reporting to	Manager Servicing & Maintenance
Main Objective	Within an office work environment to operate, maintain and repair assigned equipment and other building systems in such a manner as to insure an efficient and optimal office work environment

DUTIES AND RESPONSIBILITIES:

1. Perform routine maintenance in an office environment.
2. Perform preventive maintenance and repair.
3. Perform minor adjustments on HVAC, room furniture, fixtures and other items in an office environment.
4. Detect and diagnose minor problems and correct the problems before they occur or become major problems.
5. Responsible for testing machines to ensure it is running smoothly and properly.
6. Repair and replace general hardware.
7. Troubleshoot general problems.
8. Perform any other duties as assigned.
9. Assist in the setup/cleaning of meeting rooms.

Required Skills:

1. Safety and security conscious.
2. Being highly observant.
3. Ability to solve problems.
4. Being smart and agile.
5. Good time managements.
6. Having a positive attitude to work.
7. Familiar with the office work environment.
8. Ability to prioritize tasks.
9. Ability to follow instructions.

Physical Demands:

1. Work is performed while standing, sitting and/or walking.
2. Requires the ability to communicate effectively using speech, vision and hearing.
3. Requires the use of hands for simple grasping and fine manipulations.
4. Requires activities involving exposure to marked changes in temperature and humidity.

The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.