



Handyman/Landscaper

POSITION SUMMARY:

We are looking for a reliable **Handyman** to undertake upkeep and repair tasks at the interior or exterior of company premises. We'll rely on you to keep our facilities 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-organized with strong general repair skills. A keen eye for detail and physical stamina are valued greatly in this job.

ESSENTIAL JOB FUNCTIONS:

- Clean facilities by sweeping, dusting etc.
- Perform maintenance and light repairs
- Perform routine landscaping on the grounds
- Paint and fill gaps or crevices (on walls, sidewalks etc.)
- Undertake light installation or carpentering (e.g., build cabinets)
- Repair equipment or appliances
- Assist tradespeople with electrical, plumbing or HVAC repairs
- Undertake duties as assigned or emergency tasks (e.g., shoveling snow)
- Identify and report the need for major repairs

SKILLS, KNOWLEDGE, QUALIFICATIONS & 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
- High school diploma or equivalent

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.