Edison Fix It Program Handyperson

Interested candidates can submit their resume and employment application to the Twp of Edison HR Dept. 100 Municipal Blvd., Edison NJ 08817.

Salary:  $15.00 per hour

Part Time Position:  19 hours maximum per week. Must be available M-F between 9am and 3pm.  No benefits.  No paid time off.

The Edison Fix It Program Handyperson will report to Assistant Director for Aging, Division of Senior Citizen Services and the Director of the Department of Health and Human Services.

Job Overview

Position includes but is not limited to the performance of minor repairs for eligible elderly and/or adult disabled residents of Edison Township. The handyperson will be required to complete paperwork detailing service provided, items provided and cost of each item. Travel to and from homes in Edison is required. May be required to move furniture or lift heavy objects. Current N.J. Drivers license required.

Responsibilities and Duties

- Anchor bookcases and other furniture items to the wall as needed
  (This does not include installation of kitchen cabinets)
- Changing/hanging curtains, curtain rods and window shades
- General minor maintenance and repair
- Installation of computer or VCR
- Installation of smoke and carbon monoxide detectors and battery replacement
- Installation of grab bars
- Minor carpentry
- Minor repairs of windows, ceilings, ceramic tile, drywall, plaster, flooring, and plumbing
- Prime and storm door repairs
- Replacement of smoke detector/carbon monoxide batteries
- Repair broken molding
- Repair/Install mailbox
- Safety modifications such as securing carpet pads on steps, eliminating trip or fire hazards

Qualifications

- High school diploma or equivalent.
- 5 years experience in general home repair.
- Ability to read, write and understand English.
- Ability to follow written and/or verbal directions/instruction.
- Well trained and experienced in the use of hand and power tools.
- Well-organized and apt in problem-solving.
- Efficient, resourceful and self-motivated.
- Basic understanding and technical knowledge electrical, plumbing and carpentry.
- Possesses basic math and measurement skills; ability to read and measure using a ruler and tape measure.
- Ability to work neatly with minimal impact on the homeowner and home interior.
- Displays a willingness to uphold Township standards for safety, service and efficiency while adhering to health and safety standards.
- Must be able to lift up to 60 pounds.