

SCHEDULE 1

POSITION DESCRIPTION

Position Title:	Handyman	Agreed by employee:	
Department Sections: /	Facilities and Asset Maintenance	Approved by employee manager:	
Division:	Regional Airports	Approved by MHR:	
Location:	Gurney Airport, Alotau, Milne Bay Province	Position Band:	
Reports to :	Airport Operations Manager (Operationally) Manager Assets & Facilities (Technically)	Date Prepared:	1-Jun-26
Direct Reports :	Nil	Evaluation Date:	

POSITION SUMMARY;

The Handyman is responsible for carrying out preventative and corrective maintenance of airport buildings, terminal facilities, public amenities, and associated infrastructure. The position undertakes carpentry, plumbing, building repairs, locksmith works, painting, and general maintenance activities to ensure airport facilities remain safe, functional, presentable, and operational.

The role supports the Facilities & Assets Maintenance function through routine inspections, maintenance works, defect reporting, and participation in airport maintenance and emergency response activities in accordance with NAC policies, PNG Civil Aviation Rules, workplace safety requirements, and industry best practices.

KEY FUNCTIONS AND RESPONSIBILITIES;

- Conduct routine inspections of terminal buildings, airport facilities to identify maintenance requirements and defects.
- Perform carpentry, plumbing, and minor locksmith repairs, including maintenance of doors, locks, sinks, basins, toilets, water systems, and sewage infrastructure.
- Ensure maintenance requests are attended to promptly and, where practicable, completed within established service response timeframes.
- Carry out preventative maintenance activities to ensure terminal facilities and airport infrastructure remain safe, operational, and fit for purpose.
 - Carry out painting, patching, and surface repairs to airport buildings and facilities.
 - Repair ceilings, walls, partitions, roofing components, and floor finishes.
 - Maintain drainage systems, gutters, downpipes, and stormwater infrastructure.
 - Assist in maintaining airport fences, gates, walkways, signage, and public facilities.
 - Conduct minor concrete and masonry repairs where required.
- Install, repair, and replace fixtures and fittings including door hardware, locks, taps, sinks, basins, pipes, and related equipment.
- Assist with repairs and maintenance of airport trolleys and provide support to mechanics with general equipment maintenance when required.
- Monitor the condition of maintenance tools, equipment, and spare parts, and recommend procurement requirements to the supervisor.
- Utilize NAC-approved Computerized Maintenance Management Systems (CMMS), including TechOne, Veoci, MaintainX, MEX, or other approved systems, to record maintenance activities, inspections, and defect reports.
- Conduct routine inspections of airport facilities and report defects through the approved maintenance management system.

- Ensure maintenance activities comply with NAC policies and procedures, workplace health and safety requirements, and applicable PNG Civil Aviation Rules.
- Participate in airport emergency response activities and assist in restoring facilities and infrastructure following operational disruptions or emergency events.
- Perform any other duties and responsibilities as directed by the supervisor.

ESSENTIAL REQUIREMENTS:

- Must have completed Grade 10 Certificate or higher.
- Trade Certificate in Carpentry, Plumbing, Building Maintenance, General Construction, or an equivalent recognized trade qualification.
- Must have at least 3-4 years' work experience or more in similar role.
- Sound knowledge of carpentry, plumbing, and basic locksmith practices.
- Ability to use and maintain hand tools, power tools, and maintenance equipment safely and effectively.
- Basic knowledge of mechanical repairs and maintenance is desirable.
- Basic computer literacy and ability to utilize maintenance management systems.
- Good communication and interpersonal skills.
- Holder of a valid PNG Driver's License preferred
- Physically fit and capable of performing manual maintenance duties.