

Job Description – All-Round Building Maintenance

Job Title

All-Round Building Maintenance

Department

Maintenance

Reports To

Administration Department

Job Purpose

The All-Round Building Maintenance is responsible for carrying out preventive, corrective, and emergency maintenance of buildings and related infrastructure. The role involves skilled work in carpentry, masonry, plastering, tiling, painting, and other general building maintenance activities to ensure facilities remain safe, functional, and in good condition.

Key Responsibilities

- Conduct routine inspections of buildings and identify maintenance and repair requirements.
- Perform carpentry works, including the installation, repair, and maintenance of doors, windows, partitions, ceilings, cabinets, furniture, and other wooden fixtures.
- Carry out masonry works, including brick and block laying, concrete repairs, patching, and minor structural maintenance.
- Perform plastering, rendering, skimming, and surface finishing for walls and ceilings.
- Install, repair, and replace floor and wall tiles, ensuring quality workmanship and proper alignment.
- Undertake painting and decorating works, including surface preparation, patch repairs, and application of paints and protective coatings.
- Repair damaged walls, floors, ceilings, roofs, pavements, and other building components.
- Carry out waterproofing, sealing, grouting, and other finishing works as required.
- Assist with minor civil works, renovations, and refurbishment projects.
- Respond promptly to maintenance requests and emergency repair situations.
- Operate and maintain hand tools, power tools, and maintenance equipment safely and effectively.
- Maintain a clean, safe, and organized work area at all times.
- Report maintenance issues, material requirements, and major defects to the supervisor.
- Keep accurate records of completed maintenance activities and materials used.

- Ensure all maintenance work complies with occupational health and safety requirements, company policies, and applicable building standards.

Qualifications and Experience

- Minimum of **3–5 years** of relevant experience in building maintenance, construction, or property maintenance.
- Multi-skilled experience in carpentry, masonry, plastering, tiling, painting, and general building repairs is essential.

Skills and Competencies

- Sound knowledge of building maintenance techniques, materials, and construction methods.
- Ability to read and interpret basic drawings, measurements, and work specifications.
- Proficiency in the safe use of hand tools, power tools, and maintenance equipment.
- Strong problem-solving and troubleshooting abilities.
- Good organizational and time management skills.
- Ability to work independently with minimal supervision and collaboratively within a team.
- Strong attention to detail and commitment to high-quality workmanship.
- Good communication and interpersonal skills.

Working Conditions

- Work may involve indoor and outdoor environments.
- Frequent lifting, carrying, climbing, bending, and other physical activities are required.
- Personal Protective Equipment (PPE) must be worn and safety procedures followed at all times.

Performance Expectations

- Complete maintenance work efficiently, safely, and to a high standard of quality.
- Respond to maintenance requests within agreed timeframes.
- Contribute to maintaining safe, functional, and well-presented buildings and facilities.
- Demonstrate professionalism, reliability, accountability, and a commitment to continuous improvement.