



## Lead Handyman Job Description

### About Us

Punch List Pros is a residential maintenance person service serving the Midlands of SC.

### Punch List Pros Lead Handyman (MUST HAVE HANDYMAN EXPERIENCE)

#### Responsibilities:

- Show up on time or early for every job
- Have tools and materials ready for job
- Must be able to use handheld device (phone) and CRM to see jobs and understand scope of work.
- Customer Interaction: Ensure that clients are engaged with the services Punch List Pros offers. Ensuring the customer is satisfied every step of the way and upon completion of the job. Customer follow up is crucial.

#### Other Responsibilities:

- At Punch List Pros everyone is expected to work as a team to accomplish our tasks.
- Adhere to company dress code of approved shirt, jacket, boots and hat.
- Adhere to company policies.
- Keep company vehicle in good working condition, clean and stocked with tools and materials.

#### Job Performance:

- Must be able to perform basic Handyman duties, to include: Installing doors, installing windows, sheetrock repairs, carpentry repairs, etc.
- The technician is to work with the Office Manager to manage his schedule. If the technician performs work ahead of schedule then they are to inform the Office Manager to see if there is something else they can do to help the team.
- It will be the responsibility of the tech to ensure that jobs are completed in a timely manner within the range and budget provided to the customer.

## **Extended Offer**

### **Benefits:**

- 50% of employee only health insurance
- Ancillary Benefits available (dental, vision, life, etc...)
- Uniforms/branded shirts, hats, jacket provided
- Company truck for work with gas and service paid by company
- \$20 a month for cell phone
- Company tools and equipment
- PTO and major holidays (see handbook for details)

**Work Location:** One location

**Work Remotely:** No

**Job Type:** Full-time

**Pay:** \$20.00 - \$22.00 per hour