

Vacancy

Facilities Supervisor at South African Heritage Resources Agency (SAHRA)

- Permanent Junior position
- Zonnebloem, Western Cape
- Undisclosed

About the Position

JOB TITLE: Facilities Supervisor.

DEPARTMENT: Properties & Facilities Unit.

LOCATION: Cape Town.

Salary per annum: C1 - R200 635.00 per annum (basic salary)

APPLICATIONS CLOSING DATE:: Tuesday, 31 October 2023 at 5PM.

Send applications to recruitment@sahra.org.za

PRIMARY PURPOSE OF THE JOB:

To provide a maintenance and upkeep of SAHRA's Head Office building and premises.

KEY PERFORMANCE AREAS:

KPA 1: General maintenance and upkeep of the property, including building and equipment.

KPA 2: Preparation of specifications and submissions for maintenance related services..

KPA 3: Safety and Security of the building and equipment

KPA 4: Occupational Health, Safety and Security.

KPA 5: Fleet Maintenance

KPA 6: Asset Management

KPA 7: Staff supervision

KEY PERFORMANCE AREAS:

Note: The following list of Key Performance Areas and job activities are not exhaustive. SAHRA may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key Performance Area (KPA)

General maintenance of the building and equipment:

- Developing the maintenance schedule for all systems, building and equipment and update accordingly.
- Submit facilities checklist on a monthly basis
- Providing access to and supervising contractors appointed by SAHRA

- Keep structural maintenance records e.g. plumbing, servicing, fire extinguishers, electrical work issues and report these to the line manager.
- Sign job cards for completed work and prepare payment requisitions on receipt of the invoice.
Ensure sufficient stock on hand of hardware to undertake minor electrical and plumbing maintenance work.

Preparation of specifications and submissions for maintenance related services:

- Prepare detailed specifications for the required repairs and maintenance work, include in the submission and submit for approvals.
- Obtain quotes for the required maintenance and repairs work.
- Conduct site briefings for potential service providers.

Safety and Security of the building and equipment:

- Supervise security of the building including supervision and monitoring of the outsourced security guards, alarms and armed response.
- First point of contact for emergencies during and outside of normal office hours

Occupational Health, Safety and Security:

- Implement practices pertaining to Occupational Health and Safety policies and procedures within the organisation.
- Carrying out inspections as per maintenance list and report to the Health and Safety Committee on a quarterly basis.
- Do daily walk-about to ensure acceptable standards of cleaning and hygiene are maintained as per cleaning lists.

Fleet Management

- Reconciling of monthly invoices from ABSA and preparing payments.
- Reconciling of the vehicle usages, checking authorised forms and logbooks.
- Preparing a monthly file for vehicle reconciliations.
- Ensuring health and safety of the vehicles by maintaining cleanliness and hygiene all the time. Check them before and after each usage.
- Monthly decontamination of the vehicles to eliminate spread of viruses.
- Renewal of licenses for the fleet cars.
- Recovering traffic fines from the relevant culprits.
- Maintenance, servicing and repairs of the vehicles as and when required.
- Contact person for the tracker organisation.

- Provide specifications for the acquisition of new vehicles

Asset management

- Monthly verifying of assets and reporting faults and damages to Facilities Officer.
- Execute internal movement of assets and enforcing the completion of necessary control forms.
- Submit the asset control forms to SCM for updating of the asset register

Staff Supervision

- Supervising the General Assistants to ensure that all duties are carried out in an appropriate manner.
- Signing the performance agreement with the General Assistants and conduct periodical performance reviews as per HR deadlines.
- First reporting line for General Assistants

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

NQF Level 6

National Certificate

Minimum of 3 years' work experience in a building maintenance role (electrical, plumbing).

Minimum of 2 years in a supervisory role.

OHS Certificate

Basic Administration Skills

Valid driver's license (Code B

Other skills required:

Basic Numeracy.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organisation.

NUMERICAL SKILLS:

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardisation exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LICENSES:

A valid Code EB (08) driver's license.

COMPUTER SKILL:

Computer literacy about the use of Excel, Word and Power Point and relevant Accounting Packages.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is:

- Occasionally required to stand.
- Regularly required to sit.
- Often to talk and hear.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Desired Skills

- OHS Certificate
- Basic Administration skills

Desired Education Level

- NQF 6 qualification
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