



**VACANCY  
RE-ADVERTISEMENT**

<b>REFERENCE NR</b>	:	<b>VAC00430</b>
<b>JOB TITLE</b>	:	<b>Manager: Maintenance &amp; Technical Services</b>
<b>JOB LEVEL</b>	:	<b>D2</b>
<b>SALARY</b>	:	<b>R 475 366 – R 792 276</b>
<b>REPORT TO</b>	:	<b>HOD Facilities Management and Physical Security</b>
<b>DIVISION</b>	:	<b>Human Capital Management</b>
<b>Department</b>	:	<b>Facilities Management and Physical Security</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

**Purpose of the job**

Provide overall management and coordination of all technical maintenance and engineering services in support of the design, construction, operation, and lifecycle maintenance and contributes to major facility improvements and renovations including disciplines of structural, mechanical and electrical infrastructure.

**Key Responsibility Areas**

- Design and Implement Scheduled Maintenance plans for all equipment and infrastructure at all Buildings;
- Develop and Implement Life-Cycle Plans for all building infrastructure and equipment
- Responsible for managing maintenance projects from scope development, business case approval through to contracts management, completion and closeout
- Undertake condition inspection reports on all buildings and infrastructure and manage revamps for refurbishment works
- Develop and design internal service level agreements for maintenance response times with internal customers
- Quality Management Ensure inspections are done for minor, major and new maintenance work to ensure compliance with relevant regulations and legislation
- Manage all Technical staff in order to render an efficient, proactive maintenance service to all SITA buildings to ensure safety (OHS) of staff visitors and assets.

**Qualifications and Experience**

**Minimum:** 3 Year Diploma in Electrical / Mechanical or N6 in Electrical / Mechanical with supervisory/management certifications. Must have an Electrical /Mechanical Trade Test.

**Experience :** 6 - 7 years practical experience in delivering technical services in both electrical and mechanical maintenance as a Manager/ Supervisor which lead a team of Artisans which should include 5 years technical buildingmanagement experience with a sound understanding of general electrical, HVAC, plumbing, mechanical etc.

## Technical Competencies Description

**Knowledge of:** Mechanical, plumbing, electrical, building, carpentry, aircon, heat pump, water reticulation/sewerage plants, and general maintenance Design and implement scheduled maintenance plans Design and implement Life Cycle plans Writing of job plans Tender Documentation Responding to breakdowns Diagnosing faults Repairing equipment Supervising technical staff Obtaining specialist components, fixtures or fittings Managing budgets. Legislation (Building Regulations, OHSA, etc.) PFMA Project management. management experience with a sound understanding of general electrical, HVAC, plumbing, mechanical etc.

**Skills:** Business Writing; Facilities Management; General Administration. **Leadership Competencies:** Customer Experience; Honesty, Integrity and Fairness; Planning and Organising; Creative Problem Solving; and Decision-making. **Interpersonal/behavioural competencies:** Active listening; Attention to Detail; Analytical thinking; Continuous Learning; and Resilience.

## Other Special Requirements

N/A

## How to apply

Kindly send your CV to: [lprecruitment@sita.co.za](mailto:lprecruitment@sita.co.za)

**Closing Date: 14 June 2021**

## Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered