

**CALL FOR APPLICATIONS: Facilities Coordinator**  
**(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, GRADE C5, SALARY R300 941 TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a **Facilities Coordinator**. This position is responsible for overseeing maintenance efforts across Constitution Hill and for the daily and short term corrective and preventive maintenance activities associated with the efficient operations of the Maintenance Department. The maintenance department oversees a range of custodial and maintenance activities, either directly or by assembling teams to solve those issues. This is a hands-on position directly involved in daily operations of the Museum's Facilities with a major emphasis on maintenance and upkeep of buildings (Including Transwerke), landscapes, vehicles, conference spaces and offices. Supervises members of the Facilities team, and leads the team to achieve daily, weekly and monthly departmental goals and work plans.

**Key Accountabilities:**

• **Maintenance Planning & Scheduling**

- Establishes, maintains and improves the Maintenance Planning and Scheduling business flow process.
- Ensures well-organized productive daily/weekly/monthly planning.
- Prepares maintenance plans and budgets.
- Schedules and prioritizes building assessments.
- Initiates and leads forecasting efforts through maintenance planning and scheduling.
- Translates work requests into detailed work plans/work orders that include technical information and materials such as manuals, drawings, work and safety instructions, permits, and
- Reviews maintenance plan and monitors execution against it.
- Provides detailed plans, rules and records for the evaluation and execution of work.
- Develops a maintenance work schedule for Facilities Maintenance Team
- Negotiates for downtime "windows" during which preventative and corrective maintenance requiring downtime can be performed.
- Plans and schedules preventive maintenance work in coordination with Facilities Manager.
- On the basis of firm work schedules, for planned work, coordinates requisition of all predetermined parts, materials, and special tools and ensures that equipment to be worked on will be available and ready.
- Issues approved schedules together with relevant work orders and other planning documents to Facilities Maintenance Team.
- Develops a file of standard work orders (plans) for regularly recurring repair jobs, based on historical experience, to simplify the planning process.

• **Repair and Maintenance Service**

- Coordinates implementation of approved Maintenance plan.
- Coordinates, oversees and ensures efficient and cost effective Repair and Maintenance services.
- Ensures compliance with all relevant legislation.
- Monitors maintenance quality and compliance.
- Periodically inspects/evaluates completed scheduled work.
- Makes recommendations for system improvement.
- Promotes the conservation of energy and recommend greening solutions where possible
- At all times, monitor the status of standing work orders of minor maintenance logbook jobs.
- Conducts periodic and scheduled condition based maintenance inspections to prevent future failures before they manifest themselves as a breakdown of equipment or a component.
- Follows up completed work plans/work orders to monitor plan quality and equipment performance trends.

- Evaluates the need for replacement parts linked to scheduled maintenance and places necessary requisitions.
- Recommends equipment to be included in preventive maintenance programs.
- Takes part in ad-hoc committees and meetings relevant to built and civil engineering infrastructure.
- Will be expected to liaise and work closely with all stakeholders on maintenance issues.
- Maintains stakeholder relationships with Tenants in adherence to terms set out in signed Lease agreements and other stakeholders as per the signed MoU's and SLA's.
- Compliance with Health and Safety and other relevant legislation
- Process relevant documents for payments and ensure that they meet necessary procurement requirements and timelines so that good governance is ensured in the department.
- Submit work plans and outcomes on a weekly basis to ensure that timelines and outcomes are predefined and delivered upon in an effective and efficient manner. Manages maintenance data collection and information gathering in order to provide the planned maintenance service in future.
- Coordinates the identification and ordering of materials needed to perform routine and non-routine maintenance activities.
- Undertakes necessary procurement (Compile Scope of work, obtain specification approval, request SHEQ specification, compile tender documents, sign off Tender documentation, follow up submissions to Bid Specification Committee, Approval of tender, Appointment of service provider & Facilitates Signing of SLA/applicable contract).
- Maintains necessary records and files and prepares and distributes meaningful and accurate control reports.
- Reports on non-conformance to Department Manager.
- Compiles and enters maintenance job plans/activities into the maintenance system.
- Meet necessary reporting requirements and internal deadlines to ensure that the department is effectively and efficiently managed according to the organisations' strategic objectives.
- Stand in for the FM when necessary.
- Manage the Performance of the Facilities Maintenance Team as per the Performance Management Policy, identify and facilitate the requisite training where applicable

#### **Qualification and Experience:**

To be considered for this position, the following is considered **essential**:

- Grade 12 plus a national technical certificate, or a N3 certificate or other relevant technical qualification or experience
- Proven experience (5+ years) as maintenance or other maintenance role
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment
- Ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Outstanding organizational and leadership abilities

In addition to the above the following is **preferred**

- Electrical experience
- Plumbing experience

#### Knowledge

- Extensive knowledge of the site
- Implementation of repairs and maintenance programmes

#### Skills

- Computer Literacy
- Planning
- Organising
- Information Technology
- Telephones and management systems.
- Building structures, construction and maintenance including structural elements.
- Reading and understanding of technical drawings.
- Principles of planned maintenance

- Basic electrical reticulation and energy management
- Utility management
- The OHS Act, building regulations and other relevant legislation.
- Health and Safety including fire prevention, first Aid, disaster management and relevant legislation.
- Assisting with the planning of events focusing on the safety and OHS aspects including liaising with City entities such as JOC and EMS.
- Management and maintenance of building plant.
- Lifts
- Air conditioning & HVAC
- Electrical equipment, lighting, transformers and switchgear
- Electrical generators and UPS.
- Fire detection and suppression systems and alarm systems.
- Building management principles and systems.
- Security in the commercial environment including CCTV, alarms and armed response. Liaison with SAPS and Risk management.
- Commercial cleaning procedures and pest control
- Garden maintenance and landscaping.
- Plumbing, sewage and storm water handling
- Roofing, cladding, tiling and painting.
- Ironmongery and fittings
- Waste management
- Property, Facilities, Space and Asset Management

#### Competencies

- Technically oriented
- Deadline driven
- Task orientated
- Ability to work with tenants, suppliers and contractors including executive management.

#### **WORKING CONDITIONS office bound/on-site/travel**

##### **ON- SITE**

#### **PHYSICAL DEMANDS**

Safely perform heavy lifting/pushing/pulling of various equipment and materials, Safely operate hand and power equipment. Must be able to lift, carry and place various types of furniture and equipment.

#### **ADDITIONAL REQUIREMENTS**

The hours are subject to change but currently the schedule is anticipated to be Monday through Friday, 8:30am - 5:00pm. The position requires some overnight on-call duty and the ability to work during holidays, and nonstandard hours whenever the need arises.

The closing date for applications is **9 August 2021 at 12:00HRS Midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

Enquiries and submissions should be addressed to [recruitment@conhill.org.za](mailto:recruitment@conhill.org.za)

Constitution Hill reserves the right to make an appointment.