JOB POSTING

POSITION: **PROPERTY MAINTENANCE MANAGER**
LOCATION: **CAPE TOWN**
START DATE: **AS SOON AS POSSIBLE**

ESSENTIAL MINIMUM REQUIREMENTS

FORMAL EDUCATION: **GRADE 12 WITH A FORMAL QUALIFICATION AS EITHER A PLUMBER OR ELECTRICIAN**

EXPERIENCE: All aspects of property maintenance including brickwork; plastering; painting; carpentry, welding, identification and repair of electrical and plumbing faults; supervision of staff and on-site contractors; knowledge and experience in health and safety systems and procedures; administration and management of stock movements; motor vehicle maintenance. The incumbent must have a valid driver's licence (code 8). Management of IT/Network infrastructure. CCTV/Security management.

COMPETENCIES: Resource control, including budgeting; process control; scheduling and planning; stock control; building methodologies; plumbing; electrical repair and maintenance; time management; supervision of staff; quality control; standard setting; interpretation of building plans; basic motor vehicle maintenance. Must be able to identify basic plumbing and electrical components, know where it is used and be able to conduct repairs. This includes other aspects of maintenance, in general, such as window replacement, gardens, paving, etc. Must be physically fit and able to conduct basic maintenance on roofs, etc. Must be proficient in computer skills, specifically the MS Office suite, and able to operate and troubleshoot various technological systems, including computers and printers.

ATTITUDE: Ability to work well under pressure and deal with the demands of a varied job function. Must be willing to get his hands dirty and have strong administrative skills. Must be practical and hands-on yet with the ability to lead and motivate a team and manage contractors. Must have strong interpersonal skills to interact with residents.

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INTERESTED APPLICANTS WHO MEET THE ABOVE ESSENTIAL MINIMUM REQUIREMENTS SHOULD CONTACT: -

SHAUN FABRICIUS ON 021-930-6035 OR SUBMIT THEIR WRITTEN APPLICATION, OR E-MAIL TO panoramamanager@trans50.org.za OR DELIVER YOUR WRITTEN APPLICATION AND CV DIRECTLY TO THE CENTRE ON OR BEFORE THE EXPIRY DATE

NOTE: All applications will be treated in the strictest confidence