



MAINTENANCE SUPERVISOR

External Vacancy

Reference number : MAL-MS/11/24	Package: Market Related
Directorate : Facility and Property Management	Location: Maropeng a' Afrika Leisure
Level: Senior skilled	Post Date: 22 November 2024
Number of Posts: 1	Closing Date: 29 November 2024
Enquiries: Ms Z. Masuku	Tell: (014) 577 9000

Requirements:

- Grade 12 (NSC), Technical trade certification or equivalent in areas such as electrical, plumbing, or HVAC (Heating, Ventilation and Air conditioning)
- Basic office administration skills, Minimum of 5 years of experience in maintenance, with at least 2 years in a supervisory role.
- Proven expertise in managing maintenance operations within a diverse facility. Strong leadership and team management skills.
- Knowledge of health and safety regulations and best practices.
- Excellent problem-solving and decision-making abilities.
- Effective communication and interpersonal skills.
- Ability to work flexible hours and respond to maintenance emergencies.
- Knowledge on the facility in relation to conservation and biodiversity
- Habitat restoration
- Landscaping and soil conservation and stormwater management would be an added advantage, a valid driver's license (PDP).

Duties:

- **Team Leadership and Supervision:** Supervise and lead the maintenance team, providing clear direction, support, and daily oversight of tasks
- Offer training, guidance, and mentorship to ensure skill development and adherence to best practices
- Manage team scheduling, including handling payroll and overseeing leave requests to ensure efficient coverage.
- **Preventive Maintenance and Inspection:** Collaborate with the Facilities Manager to develop, implement, and monitor a comprehensive preventive maintenance program

- Conduct regular inspections of electrical, plumbing, HVAC, and other critical systems, addressing maintenance needs proactively to prevent downtime
- Maintain the heritage site standards.
- Work Order and Task Management: Oversee and prioritize work orders, ensuring tasks are completed on schedule and according to priority
- Coordinate with external contractors for specialized maintenance, supervising their work to ensure it meets company standards.
- Safety and Compliance: Establish and implement safety protocols for all maintenance operations to uphold compliance with health and safety regulations
- Ensure all team members follow safety guidelines and maintain a safe working environment, conducting regular safety briefings and inspections.
- Record-Keeping and Reporting: Maintain accurate and detailed records of all maintenance activities, expenses, and completed work orders for accountability and reporting purposes,
- Provide reports and insights on maintenance performance

APPLICATION INSTRUCTIONS:

- You are required to quote the vacancy and reference in which you are applying for in the email subject line (**MAINTENANCE SUPERVISOR – MAL-MS/11/24**).
- Attach the application form, cover letter and your resumé
- Resumé that do not have a cover letter and Application Letter will not be accepted.
- Should you not receive feedback of your application within a month after the closing date, please deem your application as unsuccessful.
- **NB! Hand delivered applications will not be considered.**
- It is the responsibility of our establishment to promote equity (race, gender, and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representatively in terms of the relevant Employment Equity plans and policies of Maropeng a' Afrika Leisure.
- **The organisation reserves the right not to appoint/fill this post.** women and people with disability are encouraged to apply.

Kindly submit your applications to:

Email: careers@maropeng.co.za

Tel: 014 577 9000

Maropeng a' Afrika Leisure (Pty) Ltd,
Reg. No. 2002/032101/07

R400 (just off the R563 Hekpoort)
Cradle of Humankind, South Africa
PO Box 1426, Rant en Dal
1751, South Africa
Tel: +27 (0) 14 577 9000
Fax: +27 (0) 14 577 9200
www.maropeng.co.za

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