



## ASSISTANT MAINTENANCE MANAGER: UPPER CAMPUS

(Payclass 10)

### Maintenance and Operations Properties and Services Department

We invite applications from suitably qualified and experienced candidates for this permanent position of Assistant Maintenance Manager in the Properties and Services Maintenance Department. The appointment should be filled as soon as possible. The applicant must be a confident, self-motivated, highly organized person with strong interpersonal, communication and administrative skills who is committed to customer-service excellence. The Maintenance Department is responsible for maintaining, repairing, and replacing all fixed services and assets on Campus.

#### Minimum requirements:

- A relevant diploma in the Engineering or Built Environment Field (NQF Level 6) with relevant experience; **OR**
- Artisan with minimum NTC3 (NQF Level 3/4) **OR** deemed equivalent **AND** successful completion of an appropriate apprenticeship and passing of a recognised industry trade test.
- If at NQF Level 6, then a total of 7 years relevant experience, after graduation, of which at least 5 was at operational level and 2 years was at supervisory or management level; **OR**
- If at NQF Level 3/4, a total of 8 years relevant experience, after successful completion of a trade test, of which 5 were at operational level and 3 years was at supervisory level or management level.
- A valid code EB Driver's License.
- Computer literacy with basic proficiency in MS Excel and Outlook.
- Be medically fit, experiencing no difficulty with walking, hearing, eyesight, climbing steps or entering confined spaces with no fear of heights.
- Special ability/willingness to carry out work in anatomically/pathological laboratories where animal cadavers or parts may be exposed or may be contaminated with bio-hazardous chemicals/effluent.
- Knowledge of the Occupational Health and Safety Act No 85 of 1993.
- The ability to multi-task, work in a team or on an individual basis with minimum supervision.
- Be available after hours in instances of emergency.
- The ability to cope in a highly stressful environment.
- A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written).
- A strong sense of customer service.

#### Responsibilities:

- Responsible for maintenance management.
- Responsible for resource management (i.e. People, budget, finance & procurement).
- Liaise with all out-tasked contractors in the specified discipline and provide feedback to the Maintenance Manager.
- Conduct plant/site inspections.
- Request client feedback on behalf of the Maintenance Manager for debriefing purposes.
- Take on any other duties as may be required e.g. coordinate and manage the call out/after hours responsibility.

For more details about the position, please contact Mr Peter Byne (e-mail: [peter.byne@uct.ac.za](mailto:peter.byne@uct.ac.za)).

The annual cost of employment, including benefits, is between **R443 134** and **R521 333**.

**To apply**, please e-mail the below documents in a **single pdf file** to Ms Abigail Dixon at [recruitment03@uct.ac.za](mailto:recruitment03@uct.ac.za):

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>);
- A letter of motivation; and
- Curriculum Vitae (CV).

Please ensure the title and reference number are indicated in the subject line. An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and may be required to undergo competency assessments.

Please note that candidates will be required to undergo a pre-placement medical test.

**Telephone:** 021 650 1673

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E18288

**Closing date:** 19 August 2018

*UCT is committed to the pursuit of excellence, diversity and redress in meeting its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>. For this post we seek particularly to attract black (i.e. Africans, Coloureds and Indians) South African candidates.*

UCT reserves the right not to appoint.