



## NOTES

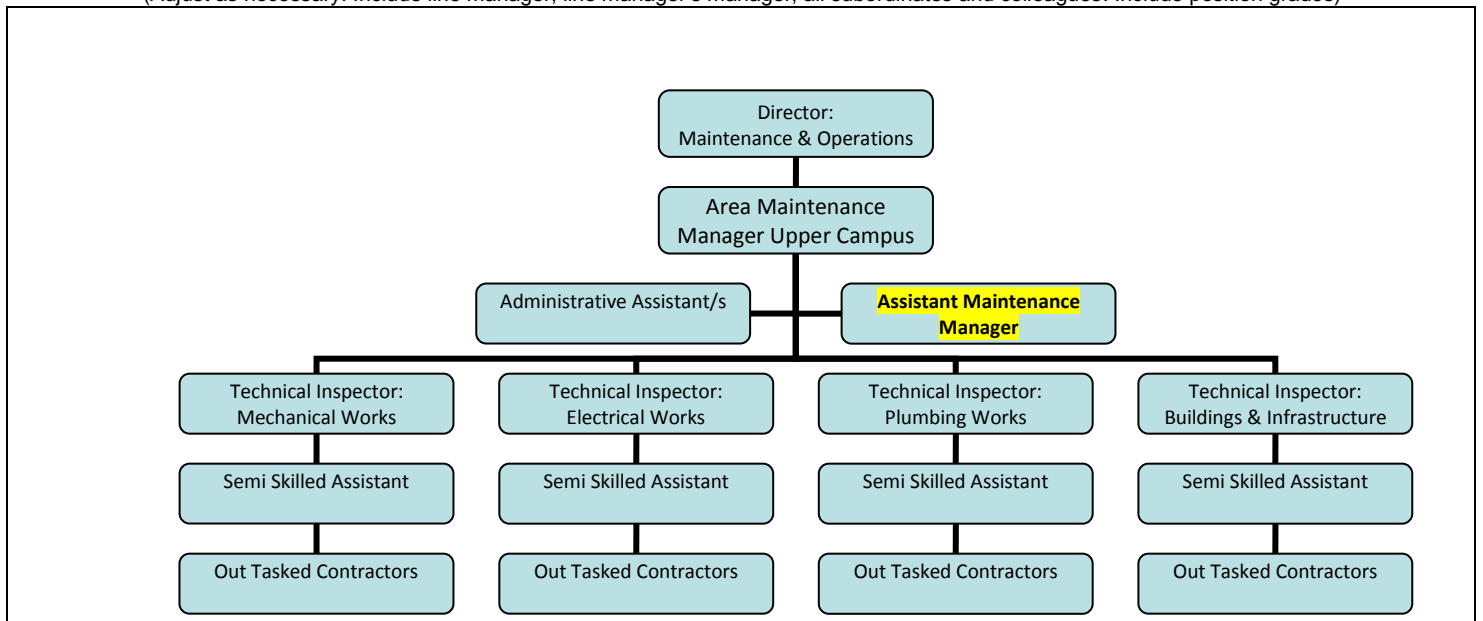
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

## POSITION DETAILS

Position title	Assistant Maintenance Manager: Upper Campus		
Job title (HR Practitioner to provide)	Assistant Maintenance Manager: Upper Campus		
Position grade (if known)	10	Date last graded (if known)	13 December 2012
Academic faculty / PASS department	PASS		
Academic department / PASS unit	Properties and Services		
Division / section	Maintenance and Operations		
Date of compilation	1 November 2017		

## ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



## PURPOSE

Reporting to the Area Maintenance Manager: Upper Campus, the purpose of the job is to assist the Area Maintenance Manager with the planning, coordinating, managing and directing of all daily maintenance activities and operations within the Upper Campus. The incumbent will also be required to act as the Area Maintenance Manager with full delegated authority in his/her absence thus also being competent to negotiate and manage various construction/renovation projects or any reactive items arising therefrom.

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	Maintenance Management	35%	<ul style="list-style-type: none"> <li>• Receive, evaluate and prioritise maintenance notifications logged by University Upper Campus users.</li> <li>• Prioritise and schedule the daily work programs in conjunction with the technical inspectors and out-tasked contractors.</li> <li>• Coordinate and collate feedback from technical inspectors of all disciplines.</li> <li>• Investigate complaints regarding maintenance and subordinates or out-tasked contractors performance deficiencies.</li> <li>• Liaise with University Upper Campus users by discussing needs and defects, assessing and proposing alternatives and ensuring access and suitable work times.</li> <li>• Attend faculty liaison, technical officers liaison and health and safety committee meetings when required to do so.</li> <li>• Assist area maintenance manager with response to emergency calls during non-business hours and determining corrective measures.</li> <li>• Ensure University Upper Campus user/client satisfaction with regards to all maintenance or maintenance related works or queries.</li> </ul>	<ul style="list-style-type: none"> <li>• Availability, reliability and operational performance of all assets, buildings, plant and infrastructure is maintained at an appropriate level to ensure the university's core business continues.</li> <li>• Clients/users are informed, kept up to date, maintenance response upheld, relationships with organizational stakeholders nurtured and Properties and Services image improved.</li> <li>• Maintenance needs are determined and assessed for future implementation.</li> <li>• Compliance with Occupational Health and Safety Act, internal SHE policies and standards.</li> </ul>

2	Inspection and Audits	30%	<ul style="list-style-type: none"> <li>• Conduct regular condition audits of assets, buildings, plant and infrastructure.</li> <li>• Advise the area maintenance manager and/or planned maintenance of any outcomes, deficiencies or further actions required.</li> <li>• Verify SAP PM schedules and statutory regulations of plant rooms, sub stations, all physical plant is being carried out.</li> </ul>	<ul style="list-style-type: none"> <li>• UCT's Strategic Asset Management Plan and preventative maintenance strategy is realised.</li> <li>• Further damage to the University's assets or buildings is prevented.</li> </ul>
3	Project Management	10%	<ul style="list-style-type: none"> <li>• Assist area maintenance manager with multiple medium to large scale construction, renovation or refurbishment projects required for maintenance.</li> <li>• Assist area maintenance manager with inspection and monitoring of all shutdown work.</li> <li>• Ensure that safe working practices are observed and safety regulations are adhered to at all times.</li> <li>• Attend Project Department's launch and site meetings and implement works arising or provide support.</li> <li>• Manage output of Technical Inspectors and coordination on multi-disciplinary projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance projects are completed and realised as per project plan.</li> <li>• Long term maintenance outputs are achieved with accompanying reduction of reactive maintenance.</li> <li>• Compliance with Occupational Health and Safety Act, internal SHE policies and standards.</li> </ul>
4	Resource Management: People	20%	<ul style="list-style-type: none"> <li>• Assist area maintenance manager with staff induction and job specific training.</li> <li>• Provide input into performance agreements and determine standards.</li> <li>• Schedule staffs leave and ensure that staff records are maintained. Enforce policies, procedures, work rules, performance standards and codes of conduct.</li> </ul>	<ul style="list-style-type: none"> <li>• All human resource functions relating to own staff are carried out timeously and within UCT criteria.</li> <li>• Job descriptions are maintained and performance plans are in place, ensuring high staff morale.</li> <li>• Staff is well trained and equipped to meet expected standards.</li> <li>• Work force is disciplined and motivated and able to act unsupervised.</li> </ul>

5	Resource Management: Budget, Finance and Procurement	5%	<ul style="list-style-type: none"> <li>• Ensure maintenance spend allocated to Technical Inspectors does not exceed available budget.</li> <li>• Procure and maintain personal protective equipment, protective clothing, vehicles, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant reports timeously completed and made available to appropriate role players.</li> <li>• Procurement and payment processes are complied with.</li> <li>• Cost effective maintenance is implemented.</li> <li>• Proper, efficient and fair reactive, planned and capital maintenance allocations are achieved.</li> <li>• Maintenance effected at lowest possible cost while maintaining standards.</li> </ul>
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### MINIMUM REQUIREMENTS

Minimum qualifications	A relevant diploma in the Engineering or Built Environment Field (NQF Level 6) with appropriate experience <b>OR</b> Artisan with minimum NTC3 (NQF Level 4/3) <b>OR</b> deemed equivalent <b>AND</b> successful completion of an appropriate apprenticeship and passing of a recognised industry trade test.			
Minimum experience (type and years)	If at NQF Level 6, then a total of 7 (seven) years appropriate experience, after graduation, of which at least 5 (five) was at operational level and 2 (two) years was at supervisory or management level <b>OR</b> If at NQF Level 4/3, then a total of 8 (eight) years appropriate experience, after successful completion of a trade test, of which 5 (five) was at operational level and 3 (three) years was at supervisory level or management level.			
Skills	<ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Administrative knowledge and skill</li> <li>• Organisational Skills</li> <li>• Communication Skills (Written and Verbal)</li> <li>• Computer literacy</li> <li>• Interpersonal Skills</li> <li>• information management,</li> <li>• Teamwork</li> <li>• Safety awareness,</li> <li>• Stress tolerance.</li> </ul>			
Knowledge	<ul style="list-style-type: none"> <li>• A good knowledge of ERP systems and Maintenance procedures.</li> <li>• Knowledge of MS Excel, MS Word and e-mail program.</li> <li>• Knowledge of Management processes.</li> </ul>			
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, Other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> <li>• Honesty and integrity.</li> <li>• Professionalism</li> <li>• Team player</li> <li>• Medically fit</li> <li>• Valid code EB Driver's License</li> </ul>			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking/Problem Solving	2	Building interpersonal relationships	2
	Client/student service and support	2	Communication	2
	Planning and organizing/Work management	2	Teamwork/Collaboration	2
	University awareness	2	Building partnerships	2
	Facilitating change	2	Individual leadership	2
	People management	2	Resource management	2
	Strategic leadership	2		

### SCOPE OF RESPONSIBILITY

Functions responsible for	Maintenance Management, Inspection and Audits, Project Management, Resource Management: -People, - Budget, -Finance, -Procurement
Amount and kind of supervision received	Limited supervision and expected to use own initiative to get tasks requested done or know when to revert with a query.
Amount and kind of supervision exercised	Supervision of Maintenance team and contractors.

Decisions which can be made	Decisions pertaining to own job and workflow. Decisions regarding management of maintenance.
Decisions which must be referred	Decisions relating to escalated queries and program decisions. All management type of decisions which require management to apply their discretion and decision making authority.

**CONTACTS AND RELATIONSHIPS**

Internal to UCT	Maintenance team members. Staff within the Properties and Services Department and the broader UCT community.
External to UCT	Vendors, Suppliers and Upper external stakeholders.