



NOTES

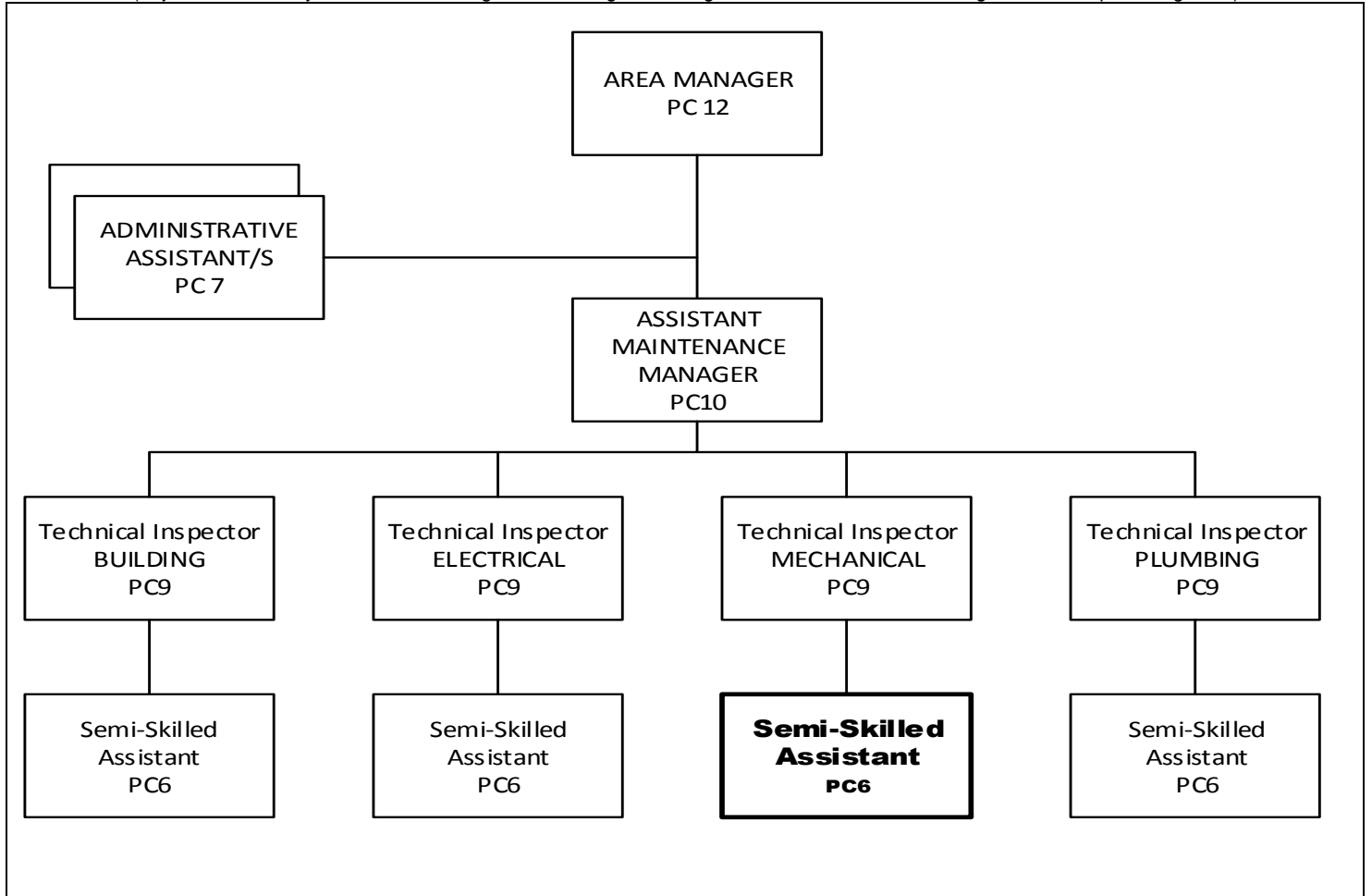
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

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| Position title | Semi-Skilled Assistant (Mechanical Works) | | |
| Job title (HR Practitioner to provide) | Junior Operations Assistant | | |
| Position grade (if known) | 06 | Date last graded (if known) | |
| Academic faculty / PASS department | PASS | | |
| Academic department / PASS unit | Properties and Services | | |
| Division / section | Maintenance Department (Upper Campus) | | |
| Date of compilation | 12 September 2017 | | |

ORGANOGRAM

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



PURPOSE

The main purpose of this position is to ensure the smooth running of the Maintenance office and to provide administrative and technical support to the Technical Inspector with regards to mechanical works and with all requirements to fulfill their functions.

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 Repairs and Fixes | 60% | <ul style="list-style-type: none"> • Organise materials/tools so as to assist Technical Inspector or out-tasked contractors with completion of routine or emergency notifications. • Carry out repairs or fixes to specific building services i.e. replacing of fluorescent tubes, lamps, ballasts, lamp holders, etc. or replacing of toilet seats, repairing of flushing mechanisms, shutting off/re-opening of stop cocks, pressure relief valves, unblocking of gutters and downpipes, leaking washers, replacing door handles and locks, filter cleaning, etc. when instructed by Technical Inspectors according to established policies. • Perform all work pertaining to central and standalone air conditioning plant, refrigeration and ventilation plant, heat pumps and steam plant and compressors, lifts and hoists. | <ul style="list-style-type: none"> • Daily reactive maintenance faults are cleared and repairs accomplished. |

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| 2 | Maintenance and Administrative Support | 20% | <ul style="list-style-type: none"> • Assist Technical Inspectors with inspections and conditions audits. • Assist out-tasked contractors with erection of scaffolding/access, cordoning off and daily monitoring of cordon. • Monitor access of out-tasked contractors to substations, plant rooms, etc. • Conduct plant inspections. • Act as liaison between contractors, Technical Inspectors/ Leaders and UCT community. • Assist with delivery and receipt of on-site spares and materials and organizing thereof. • Provide updates and feedback to the Technical Inspector regarding job/work task updates. • Request client feedback on behalf of the Technical Inspector for debriefing purposes. • Responsible for general administration and provision of essential administrative support to ensure a swift flow of work and ensure that the office functions efficiently. • Maintain an efficient filing system, archiving documents as and when required. • Perform any other duties, which may arise. | <ul style="list-style-type: none"> • Preventative maintenance and Strategic Asset Management Plans are realized. • Administrative records and drawings are updated. • A safe working environment for UCT staff and students is ensured. • Compliance with Occupational Health and Safety Act. • Technical inspector is kept informed of repairs/fixes/works within the specific discipline. |
| 3 | Maintenance of Workshops/Depots | 10% | <ul style="list-style-type: none"> • Clean work areas and surfaces of workshops, depots and plant rooms. • Clean and maintain all vehicles, equipment and tools in good working order. • Dispose of all types of waste specific to the discipline i.e. fluorescent lamps or ballasts, etc. • Store fixtures/appliances for future re-use and maintain inventory. | <ul style="list-style-type: none"> • Workshops, depots, equipment and tools are cleaned and maintained. • Compliance with Occupational Health and Safety Act. |

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| 4 | Liaison, safety awareness and monitoring | 10% | <ul style="list-style-type: none"> • Act as liaison between Technical Inspector and engineering services or project appointed contractors. • Inspect work carried out by engineering services or project appointed contractors. • Act as liaison regarding the health and safety policies and arrangements at UCT. • Ensure compliance with The Occupational Health and Safety Act No 85 of 1993. • Ensure that all Health and Safety requirements are met. | <ul style="list-style-type: none"> • Compliance with Occupational Health and Safety Act is met. • Technical Inspector is kept informed of works within the specific discipline. |
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MINIMUM REQUIREMENTS

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| Minimum qualifications | <ul style="list-style-type: none"> • Matric or an equivalent qualification (NQF level 4) and at least 2 years' relevant experience OR if qualified by experience at least 4 years' related experience preferably in a Maintenance Department. | | | |
| Minimum experience (type and years) | <ul style="list-style-type: none"> • If in possession of a matric/equivalent qualification then and at least 2 years' relevant experience preferably in a Maintenance Department. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • if qualified by experience at least 4 years' related experience preferably in a Maintenance Department. | | | |
| Skills | <ul style="list-style-type: none"> • A friendly disposition coupled with sound interpersonal and good communication skills (verbal and written). • A strong sense of customer service. • Alertness and the ability to think quickly in an emergency. • Be medically fit, experiencing no difficulty with walking, hearing, eyesight, climbing steps or entering confined spaces with no fear of heights. • Computer literacy with basic proficiency in MS Excel and Outlook. • The ability to multi-task, work in a team or on an individual basis with minimum supervision. • The flexibility to work according to the Maintenance Departments operational hours and be available after hours in instances of emergency. • The ability to cope in a highly stressful environment. | | | |
| Knowledge | <ul style="list-style-type: none"> • MS Office Suite (Outlook, Word, Excel, PowerPoint) • General administrative expertise. • Knowledge and experience of the Higher Education environment. • Knowledge of The Occupational Health and Safety Act No 85 of 1993. | | | |
| Professional registration or license requirements | <ul style="list-style-type: none"> • A valid code EB Driver's License. | | | |
| 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"> • Honesty and integrity. • Professionalism • Team player | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Analytical thinking/Problem Solving | 1 | Building interpersonal relationships | 1 |
| | Client service and support | 1 | Communication | 1 |
| | Planning and organizing/Work management | 2 | Teamwork/Collaboration | 1 |
| | University Awareness | 1 | Adaptability/Flexibility | 2 |
| | Stress tolerance | 1 | Safety Awareness | 2 |
| | Honesty | 2 | Integrity | 2 |

SCOPE OF RESPONSIBILITY

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| Functions responsible for | <ul style="list-style-type: none"> • Administration, maintenance work such as all functions pertaining to central and standalone air conditioning plant, refrigeration and ventilation plant, heat pumps and steam plant and compressors, lifts and hoists. • Liaise with all out-tasked contractors in the specified discipline and provide feedback to the Technical Inspector. • Conduct plant inspections. • Request client feedback on behalf of the Technical Inspector for debriefing purposes. • Perform any other duties, which may arise. |
| Amount and kind of supervision received | Minimal in respect of work delegated or assistance needed, expected to use own initiative to get tasks requested done or know when to revert with a query. Due to the nature of the work they are not always office bound therefore need to work autonomously. |
| Amount and kind of supervision exercised | Limited to doing tasks as requested from time to time by the Area Maintenance Manager/Assistant Manager/Technical Inspector/s and or other management staff in the Properties and Services Department. |

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| Decisions which can be made | Decisions pertaining to job and how to carry out tasks. |
| Decisions which must be referred | Decisions that require further input and or authority regarding maintenance and related tasks. |

CONTACTS AND RELATIONSHIPS

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| Internal to UCT | Staff within the Properties and Services Department, including the Maintenance Department and the broader UCT community. |
| External to UCT | Vendors, Suppliers, Contractors and other external stakeholders. |