

MAINTENANCE MANAGER

JOB DESCRIPTION

We are looking for a reliable Maintenance Manager to oversee all installation, repair and upkeep operations of the schools.

A great Maintenance Manager will have solid understanding of plumbing and electrical systems as well as carpentry and other crafts. They will be well-versed in all maintenance processes and health and safety regulations. The ideal candidate will also have aptitude in undertaking administrative tasks such as reporting, budgeting etc. As the Maintenance Manager, you will also be involved in carrying out basic maintenance duties on a daily basis.

The goal is to ensure the schools facilities are well cared for and adequate to support the schools business operations.

RESPONSIBILITIES

- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical systems of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- Allocate workload and supervise upkeep staff
- Monitor equipment inventory and place orders when necessary
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on daily activities
- Ensure health and safety policies are complied with

REQUIREMENTS

- Proven experience as a Maintenance Manager or other Managerial role;
- Experience in planning maintenance operations;
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.;
- Working knowledge of facilities machines and equipment;
- Ability to keep track of and report on activity;
- Excellent communication and interpersonal skills;
- Outstanding organisational and leadership abilities;
- High School Diploma or equivalent;
- A valid South African Driver's Licence;

CV's to be hand delivered to: Hurlyvale Pre-Primary School, 39 St Andrew Road, Hurlyvale, Edenvale,
NO LATER THAN 4TH FEBRUARY 2019