



External Vacancy

DIVISION: Operations and Logistics

DEPARTMENT: Projects and Services

POST: Maintenance Manager

(3 year contract position)

POST N^o: 3096 Peromnes level (06)

JOB DESCRIPTION:

The incumbent will be required to: {KPA'S}

Effectively manage and co-ordinate the maintenance function so as to ensure high levels of availability, reliability and operability of essential service on all VUT campuses.

- Manage the maintenance functions by implementing proper management planning processes for the measurement of performance of the Maintenance Department and processes for performing regular (annual) audits.
- Manage maintenance failure in the organisation by ensuring a reactive and proactive maintenance plan for each campus is in place.
- Ensure and co-ordinate the proper execution of the maintenance plan.
- Ensure that a proper maintenance operational system is implemented at all campuses and correctly executed on each campus to ensure accurate data capturing and integration.
- Collect, collate and monitor maintenance related information about client's satisfaction, breakdowns or failing to provide essential services for constant improvement of the maintenance function.
- Provide and co-ordinate training and skills development for supervisors, planners and other maintenance staff.
- Maintain good relationships with Campus Principals, Heads of Departments, supervisors and people outside of operations, to ensure a high level of service delivery within the University environment.
- Develop and implement maintenance strategies and policies, maintenance plans (shutdowns, services, inspections), strategy optimisation (analysis of failures, optimised maintenance strategies) and cost performance results (achieving optimal operational excellence and control).
- Oversee the maintenance administration, including the budget.
- Manage human capital resources effectively and ensure the development of skills to meet the challenges of the University
- Maintain the highest quality standards of maintenance work and ensure compliance with building and maintenance regulations.
- Manage and control expenditure with the agreed budgets for systems, buildings and infrastructure. Costs of services must be comparable to national and international benchmarks. Compliance to all financial policies is compulsory.
- Develop, implement and comply with University policies and procedures as well as all building and OHS regulations.

Application Criteria:

Qualification/Experience:

- 4-year Engineering Degree (NQF 6)
- 10 years in a maintenance management environment, of which at least 5 years must have been in a managerial capacity
- Demonstrated capability in MS Office Suite (MS Word, Excel, PowerPoint and MS Projects)
- 5 years Project management experience in Built Environment is recommended
- Knowledge of integrated/corporate Financial Management Systems
- Postgraduate qualification in maintenance management is recommended and
- Government Certificate of competence in an engineering discipline is recommended.

Skills:

- High level interpersonal and negotiation skills, high level communication skills with diverse teams, Written, spoken language proficiency, ability to network with other groups, clients and organisations in a professional manner, presentation skills, visionary with the ability to support the university's goals, team player with excellent leadership and management skills, high level planning, controlling, organising and leading skills, must be able to handle conflicts and disputes, problem solver

Closing date for applications: 24 November 2017

Submit CV by hand to Carmen Titus at B103 or e-mailed to carment@vut.ac.za.

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.