



K W A Z U L U - N A T A L
SHARKS BOARD
Maritime Centre of Excellence

**INTERNAL/EXTERNAL ADVERT
FACILITIES SUPERINTENDENT
THREE YEARS (3) FIXED TERM CONTRACT
PATTERSON JOB GRADE C4: REF NO: FSCS24/04
R 495 688 CTC PER ANNUM ALL INCLUSIVE**

Reporting directly to the Head of Corporate Services, the Maintenance Superintendent is responsible for the efficient upkeep and maintenance of all KZN Sharks Board facilities, and ensuring compliance with all health, safety, and environment legislations. The incumbent will also be responsible for the management and co-ordination of workshop, security, and fleet services staff.

Minimum Requirements & Job Competencies:

- Matric and a Bachelor's Degree/National Diploma in Built Environment/ Construction/ Civil Engineering from a recognised institution
- Matric plus five to seven (5 -7) years' relevant experience in a Supervisory or Management role in a built or facilities environment;
- Working knowledge of mechanics, machinery, and fleet management;
- Understanding of the health and safety, laws and regulations;
- Broad knowledge and experience in project management, health and safety compliance
- People management and good interpersonal skills;
- Budget/Financial Management skill;
- Be fluent in IsiZulu and English;
- Good computer literacy.
- Valid drivers licence

Main Duties (this is a brief summary and does not include all responsibilities assigned to the position):

- Effective and efficient maintenance of facilities, fleet and machinery across the organisation.
- Project Manage, Supervise and co-ordinate works with sub-contractors.
- Manage and ensure that all buildings have up to date compliance records, maintenance records and the relevant servicing certification in line with Building Regulations.
- Conduct regular inspections and ensuring the upkeep and maintenance of all areas of the entity.

- Assist with the planning and implementing of organisational improvements and expansion.
- Establish and maintain a maintenance management system for tracking work orders, spare parts and maintenance history of equipment.
- Oversee the management and maintenance of fleet.
- Oversee the management of facility security
- Prepare reports and make recommendations for improving operations and solving maintenance related problems.
- Ensure compliance with Occupational Safety and Health Act (OSHACT) whilst carrying out maintenance functions.
- Develop and maintain relationships with key stakeholders, including internal departments and external contractors.
- Provide leadership and guidance to the facilities team to ensure that objectives are met in a timely and efficient manner.

How to apply:

Interested applications are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. For all enquiries, please contact recruitment@shark.co.za. The application should clearly state the position applied for and the corresponding reference number.

Closing date: 3rd May 2024

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 8 weeks days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”