



Position:	Factotum - Facilities Management Assistant
Manager/Supervisor:	Infrastructure Support Manager
Position Status:	12 Months Contract
Grade	P10
Position Reference Code	FMA2024

Freedom Park is a national monument and heritage destination dedicated to honouring all those who gave their lives in the struggles for freedom. It is established as a cultural institution reporting to the Minister of Sports, Arts and Culture and is situated at Salvokop, on the southern tip of Pretoria. Freedom Park is looking for ethical individuals who have a passion to contribute to national reconciliation and social cohesion. Applications are invited from suitably qualified and experienced persons for the position of Facilities Management Assistant.

JOB SUMMARY

To plan and effectively coordinates the installation, maintenance, and repair work around the park complex. This includes supervision of teams of workers, regularly inspect sites, execute works necessary, maintain equipment, and assign services providers to various projects. Solid understanding of building maintenance, repairs, refurbishments.

This role requires a person that can perform maintenance in and around the Park's premises and on equipment that belongs to Freedom Park. The responsibilities can vary from quick repair jobs to highly skilled tasks, including electrical repairs & installations, tile replacement, plumbing, mechanical works, and garden manicure etc. Candidate will be required to perform basic maintenance of buildings, grounds, furniture, equipment, and other jobs that may be required from time to time.

KEY PERFORMANCE AREAS

- Prepare facilities for meetings,
- Plan, organize, control and lead as supervisor by managing the maintenance staff.
- Do maintenance and repair work – all “minor” maintenance and repair work inside and outside all buildings when necessary.
- Purchase maintenance materials, tools and equipment as required and to control stock thereof.
- Assist in managing the Maintenance and Repairs quality control.
- Inspecting buildings, maintaining inventory, and scheduling repair
- Inspect sites regularly to identify problems and necessary maintenance.
- Coordinate daily cleaning and maintenance activities.
- Oversee all repairs and ensure that work is completed on time and to the correct quality.
- Comply with all health and safety regulations and practices on site.
- Conduct follow-ups on all maintenance and repair work
- Conduct safety inspections as scheduled.
- Supervision of fleet usage

Maintain Company Assets (All Buildings /Sites)

- Attends to all first line calls on equipment failures.
- Carry out repairs/inspections to all Sites, including general building maintenance, basic plumbing, basic electrical, basic carpentry, basic masonry and other renovations of buildings, grounds, equipment.
- Identify Maintenance Faults and Record the Faults.
- Carry out basic inspection on meters and report damages.
- Repairs effected where appropriate – light bulbs replaced, desks etc.
- Basic repairs.
- Manage maintenance issued stock and tools.
- Perform scheduled & unscheduled maintenance on infrastructure assets.
- Assist in project work & other maintenance installations.
- Ensure that all OH&S regulations are adhered to.

Support Services

- Provides driving services as and when required.
- Provide physical support with moving boxes, documents and furniture as required.

PREREQUISITES

- Minimum N6 Built Environment Qualification(s) (Construction, Electrical, Mechanical, Civil, Plumbing, Carpentry) with 6 years post qualification experience in a similar role.

COMPETENCY IN THE FOLLOWING

- Project management
- Built environment and professional judgement.
- Problem solving and analysis.
- Operational communication
- Operational compliance
- Computer literacy
- People management
- Planning techniques
- Technical competencies
- Client orientation

Applications must be emailed to: hr@freedompark.co.za.

All applications must contain a curriculum vitae, certified copies of educational certificates and or other qualifications and identity document.

Kindly insert the job reference code on the subject line when applying for the position.

Successful applicants will be subjected to a verification/security clearance.

People with disabilities are encouraged to apply.

Closing date is 09 June 2024

NB: If you do not receive any response within 14 days of closing days, please assume that your application was not successful.

Correspondence will only be with shortlisted candidates.