



JOB PROFILE

GENERAL MAINTENANCE POSITION

JOB PURPOSE

To be able to assist with basic plumbing, basic electrical work, and perform other maintenance duties and functions as may be required by management. Involved in setting-up activities and systems that will keep the buildings in optimal condition. Observe all the health & safety regulations and ensure effective maintenance of all buildings.

DUTIES & RESPONSIBILITIES

- Assess maintenance query and attend to all to maintenance queries
- Schedule regular maintenance activities to be done on a daily basis
- Review work order priorities and ensure they are attended to on a daily basis
- Assist in carrying out ongoing preventative maintenance on daily basis
- Perform routine maintenance tasks such as changing light bulbs, repairing/replacing faulty locks as determined by Shelter Cater Takers or Target Group Managers
- Provide support in painting and basic maintenance to ensure good quality work is delivered
- Ensure that all the buildings/shelters are in a safe condition by conducting regular inspections
- Supply feedback on regular inspections
- Report any acts of vandalism to the line managers
- Ensure work orders are completed accurately and signed off
- Assist with cleaning, waste removal and general cleaning to ensure the buildings are maintained
- Assist in arranging functions and outreaches at the Shelter and other projects in the branch

REQUIREMENTS

ESSENTIAL QUALIFICATION & SKILLS

- Grade 12 / National Senior Certificate
- Relevant training / qualification
- At least 2 years maintenance experience
- Must have a technical background.
- Valid drivers licence – preferable code 10
- Be physically fit and in good health.
- Some experience in health and safety is preferable

COMPETENCIES:

- Working with people
- Interpersonal Skills
- Problem Solving
- Time Management
- Ability to work with the equipment and machinery
- Ability to support the different departments with their maintenance needs
- Committed, dedicated and self-motivated person

APPLICATIONS: email you CV to recruitment@mes.org.za

Only candidates who are eligible to work in South Africa will be considered for this position.

CLOSING DATE: 06th September 2024

ENQUIRIES: Sylvia 011 725-6531