



MAINTENANCE MANAGER

PRIMARY JOB PURPOSE

This position is responsible for planning, leading, organizing, and controlling all maintenance-related matters for the CCJ Woodmead property. The main objective is to ensure that all facilities, structures, vehicles, equipment, and assets are maintained in optimal working conditions and to ambitious standards. The individual in this role should have a good understanding of plant and maintenance matters and should use their skills and knowledge to manage and provide advice on necessary construction or repairs. Additionally, they will manage and oversee all projects related to the refurbishment or upgrade of the property, fixtures, and fittings. It is also important to ensure that costs are well controlled, club policies are followed, and the club is compliant with rules and regulations. This role should lead and inspire staff through dynamic leadership while seeking constant improvement in all aspects of the maintenance department. The ultimate goal is to efficiently maintain the entire building, plant, and property within the given budgetary parameters.

KEY RESPONSIBILITIES

- Maintains the entire building, Club property, plant and equipment including waterways, water filtration plant, borehole, electrical sub-stations, and staff houses.
- Monitor completion of job assignments through frequent plant observation and inspections to ensure compliance with standards and instruction, then revise instructions where necessary.
- Guide and advise Management on all maintenance related matters and projects.
- Investigate solutions for repair, gathering quotations, samples, and presenting the best option to management.
- Responds to maintenance issues reported, but also practices proactive maintenance.
- Works with all department heads to resolve any maintenance related issue.
- Manage, develop, and inspire staff through dynamic leadership.
- Implements performance management and staff discipline where required.
- Seeks constant improvement in all aspects of the maintenance department.
- Supervises maintenance activities within the Club, including work performed by suppliers, contractors and or subcontractors.
- Manage all maintenance projects within budgetary parameters and monitor inventory and expenses.
- Source quotes for repair work and equipment for authorisation.
- Maintain all maintenance equipment and keep it secure.
- Adheres to safety regulations on a continuous basis.
- Delegate responsibilities to competent persons.

- Perform hands on repairs as and when required.
- Ensure that all compliance certificates are maintained and up to date.
- Work with management, architects, and contractors on building / renovation projects.

PERSONAL ATTRIBUTES & SKILLS

- Excellent communication skills (both written and verbal).
- The ability to perform well under pressure.
- Attention to detail and a high level of accuracy in all tasks.
- Excellent service ethic that prioritizes completion of projects.
- Ability to make quick decisions.
- Creative and forward-thinking.
- Physically able to assemble equipment.
- Physically fit and active individual.
- Proficient in Microsoft computer skills (Excel, Word, email).
- Expert skills and knowledge in general maintenance including, but not limited to plumbing, electricity, carpentry, building, construction, pool maintenance, sports facilities, water tanks and boreholes.

MINIMUM / PREVIOUS EXPERIENCE

- Previous working experience in the golfing industry or hospitality environment (an advantage).
- Experience in building maintenance.
- Experience in construction project management.

QUALIFICATION

- Matric or equivalent
- Diploma or tertiary qualification (preferred)
- Trade/Technical qualification

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested applicants must submit their CVs to careers@ccj.co.za by no later than **12th July 2024**.