

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Maintenance Supervisor

About the job:

The CSIR has a vacancy for a **Maintenance Supervisor** in the Management Services Portfolio. The incumbent will supervise, direct; implement maintenance and repairs of buildings, equipment and infrastructure in assigned area of responsibility including the supervision of personnel. This position is based in Pretoria.

Key responsibilities:

- Ensures repair and maintenance of CSIR Buildings and associated infrastructure, Electrical reticulation, Air-conditioning and surrounding infrastructure such as roads and paving;
- Coordinates work between the maintenance supervisor's area of responsibility and other maintenance and technical services i.e. Properties, Project managers and outside contractors;
- Receives work requests; plans, supervises, assigns and monitors work of Electricians, Air-conditioning Technicians, Handyman and general assistants;
- Inspects and evaluates the condition of equipment in CSIR buildings and recommends corrective action; implements repairs or revisions including design changes both in house or on outsourced projects;
- Reviews all requests for new installations, designs the installation and oversees implementation;
- Develops and maintains preventative maintenance programs for equipment in area of responsibility;
- Conducts root cause analysis on equipment - major and frequent failures; recommends and implements corrective action;
- Trains Maintenance staff in procedures and use of tools and equipment;
- Participates in project acceptance during handover from Projects Managers for projects executed in area of responsibility;
- Projects future repairs and department equipment needs for the budgeting process;
- Supervises contractor work in area of responsibility.

Qualifications, skills and experience:

- A National (N6) Certificate or National Diploma in mechanical/electrical engineering with at least six years' post trade test experience of which two years' must be in a supervisory role;
- Electrical/mechanical trade test certificate is required;
- Experience working with tools, materials, and safe work practices;
- Working knowledge of all aspects of building maintenance;
- Knowledge of Electrical reticulation, air conditioning and refrigeration;
- Supervisory principles, practices, and methods;
- Supervising and coordinating the activities of subordinate personnel;
- Good people management skills;
- Establishing and maintaining effective working relationships;
- Computer Literacy;
- Excellent financial management skills;
- Excellent communication skills;
- Planning and organising skills;
- Problem solving skills;
- Time management skills;
- Must be in possession of a Code B driver's license.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number on the subject line, **(e.g. John Smith: Maintenance Supervisor: Reference No: 306602)**.

Closing date: 31 May 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is a responsible employer; we have put measures in place to ensure that equity is implemented such that it best serves the interests of the organisation and South Africa as a whole. This speaks to the CSIR's commitment to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***