Maintenance Officer

The above mentioned position is available in the Infrastructure and Facilities Management (IFM) Department at Robben Island Museum (RIM). The purpose of the job is to carry out repairs and maintenance of all RIM Facilities.

Duties and Responsibilities:

- Changing lightbulbs or repairing wiring and fuse boxes.
- Maintaining and installing new landscaping.
- Repairing cracks in walls, floors etc.
- Performing basic repairs of the furniture, air conditioning, and/or plumbing etc.
- Perform renovations of the office space as required.
- Complete repairs that may not require a specialized technician.
- Complete simple projects such as tiling or other flooring replacement etc.
- Maintenance of the interior and exterior throughout the seasons.
- Clean out rain water goods.
- Inspecting the quality of work done by service providers on maintenance projects and ensure quality of works is adhered to;
- Documentation filing and Key Register;
- Drawing up and submitting Specifications for maintenance and repair;
- Inspecting and Conditioning assessments;
- Inspecting the quality of work for FM maintenance projects to ensure quality of works is adhered to;
- Carrying Out Miscellaneous job related duties as assigned by the IFM Department.
- Submitting Reports and Completion Certificates of Maintenance Works done to Unit Manager.
- Attending meetings, site briefings.
- Any other duties as required by the IFM Department.

Experience and Technical skills:

- Handyman with National Certificate N1- N3 Building & Civil Engineering in any of the following fields Plumbing, Electrical, Carpentry;
- Knowledge of general building maintenance;
- Knowledge of safety standard regulations;
- Computer Literacy;
- Knowledge of Building Materials & Specifications;
- Knowledge of Quality commitment & work standards;
- Ability to communicate well;
- Valid driver’s licence an added advantage;
- Familiar with common hand and power tools used for maintenance;
- Fault Finding;
- Repairs;
- Servicing.

RIM is an EE, AA, and employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies your ID and Qualification Certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 02 July 2019. Please note your attachment should not exceed 10 MB: If you do not hear from us within 30 days, please consider your application unsuccessful.