

## VACANCY MAINTENANCE DEPARTMENT

An opportunity has become available for a **Facilities Manager – Airside**, reporting to the Maintenance Manager.

### AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO

- Providing Airside Maintenance support under guidance of the Maintenance Manager (per attached annexure)
- Manage supervisors and staff on projects
- Reporting to Maintenance Manager
- Client and stakeholder liaison
- Supervising of staff, contractors and service providers on a real time performance basis
- Apply preventative maintenance programme in line with prescriptions to ensure in working order
- Manage and coordinate SLA's on real time basis
- Manage employees (including but not limited to deployment) to maintain optimum operational efficiencies
- Administration Duties
- Ensure availability through oversight and supervision of essential services (e.g. water, electricity, Occupational Health and Safety)
- Infrastructure status monitoring and reporting
- Operational impact and coordination with stakeholders
- Mitigate operational impact on business continuity (scheduled, unscheduled and emergencies)
- Assist with enforcing airport policies and regulations
- Soft Services
- Any other adhoc duties as dictated by the operational requirements

### PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE

- Diploma in Building Management or relevant tertiary qualification with a minimum of 7 years' relevant experience and proven track record
- Maintenance management
- Building minor projects
- Communication and interpersonal skills
- Managerial experience
- Skilled – (Construction or equivalent)
- Leadership skills
- Diversity management
- Conflict resolution
- Driver's license
- Previous aviation experience (ICAO/SACAA) will be an advantage

### PRIMARY COMPETENCIES & REQUIREMENTS

- Maintenance management competence
- Radio telephony competence
- Understanding of infrastructure management
- Computer literacy (proficiency in Microsoft Excel; Word; PowerPoint)
- Financial management skills (Procurement, purchase orders; budgets; reconciliation of records; reports)
- Report writing
- Accurate record keeping
- Attention to detail
- Excellent communications skills (written and spoken)
- Excellent timekeeping and punctuality
- Compliance with Company dress code