

Job Specification

Job Title	Maintenance Assistant
Category	Permanent Position
Division	Property Operations
Reporting To	Facilities, Engineering and Maintenance Manager
Job Level	Paterson B3
Job Purpose Statement	To provide general maintenance services to support DTTC within Property Operations.
Key Performance Areas	<p>Storage and Maintenance of Tools</p> <ul style="list-style-type: none"> ● Monitor that tools and equipment are kept in good working condition and stored safely. ● Report broken tools/equipment to the Maintenance Manager and, where possible repair broken maintenance tools. ● Identify the types of tools, equipment and materials required. ● Monitor various maintenance activities on site. Once work has been completed, assist the Maintenance Technician in inspecting the workmanship. ● Housekeeping of the workshop areas and equipment.
	<p>General Repairs, Maintenance and Facilities support</p> <ul style="list-style-type: none"> ● Carry out lighting maintenance (Replace faulty globes and tubes, cleaning of lighting). ● Repair and/or replace all electrical, mechanical, facility equipment (under the supervision of a suitably qualified person). ● Carry out planned maintenance as per the schedule and maintenance matrix under the supervision of the Maintenance Technician. ● Assist internal customer departments by moving or transporting or putting together furniture and other equipment as may be required from time to time. ● Install appliances and machinery. ● Do minor plumbing and carpentry under the supervision of the Maintenance Technician. ● Liaise with contractors and other workers. ● Carry out all reasonable requests required by the maintenance department under the supervision of the Maintenance Technician.

	<p>Safety, Health, Environment, Risk and Quality Compliance identity implementation</p> <ul style="list-style-type: none"> ● When supporting or carrying out any maintenance: <ul style="list-style-type: none"> ○ Maintain a secure working environment. ○ Maintain a safe working environment ○ Comply with health and safety procedures. ○ Assist in Issuing of work permits as and when required.
<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<ul style="list-style-type: none"> ● N3 or equivalent (Trades related) ● Code EB/ 08 driver's licence ● Basic Health and Safety training is advantageous. ● A minimum of 2 years' hands-on working experience in a maintenance environment. ● The maintenance assistant may be required to participate on the standby roster and respond to call outs outside normal working hours based on operational requirements as and when required ● The maintenance assistant may be required to work overtime from time to time when required due to due to operational requirements ● Knowledge of Electrical, plumbing and mechanical maintenance practice ● Knowledge of Applicable tools, Hazards and safety precautions ● Understanding of general health and safety principles
<p>Closing Date</p>	<p>26 November 2021</p>
<p>Employment Equity</p>	<p>Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.</p>
<p>Recruitment and Selection Process</p>	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; and ● 2nd Round Panel Interview, if required.
<p>Verification Checks</p>	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings, if relevant to position; ● Qualifications; ● Reference Checks; ● South African citizen; and ● Positive verification of current remuneration package.

**Remuneration
and Benefits**

- R183,500 – R256,900 Total cost to company.
- Cellphone allowance of R646 per month.
- R582,07 Medical Aid Allowance per month.
- Company Contribution to Provident Fund and Approved Group Risk Benefit.
- Non-guaranteed performance bonus.
- 20 Working days leave per annum.

**Application
Forwarding
Details**

Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.