

Job Specification

Job Title	Greenhouse Maintenance Technician
Category	Permanent Position
Division	AgriZone
Reporting To	Senior Manager: AgriZone Operations
Job Level	Paterson Grade C2
Job Purpose Statement	To ensure that all specialised and general facilities are well maintained and operational to effectively service staff and tenants.
Key Performance Areas	<p>Develop, update and review operations & maintenance & plans</p> <ul style="list-style-type: none"> ● Develop & implement greenhouse operations and maintenance plan ● Support greenhouse operations as conducted by tenants through ensuring preventative checking and good upkeep of facilities ● Review, update and implement infrastructure operations and maintenance plan ● Assist hardening facility operations and maintenance ● Assist in operations and maintenance of the AgriZone Water Treatment Works ● Review and implement greenhouse routine maintenance plan ● Ensure back office support and remote assistance is available <p>Manage outsourced contractors</p> <ul style="list-style-type: none"> ● Ensure back office support is provided by service providers ● Oversee repairs and manage outsourced contractors working on infrastructure maintenance; ● Assist the Maintenance and Contracts Technician in monitoring corrective and specialized scheduled maintenance through the outsourced greenhouse maintenance contract ● Assist in operations and maintenance of the AgriZone Water Treatment Works <p>Manage a maintenance inventory system</p> <ul style="list-style-type: none"> ● Develop procedures for managing inventory levels ● Ensure optimum levels of critical spare parts and components of greenhouse facilities and supporting infrastructure ● Maintain inventory control system for greenhouse spare parts ● Develop and manage workshop procedures and operating standards ● Maintain maintenance equipment and tools ● Manage documentation (O&M manuals, as-built drawings, warranties) for greenhouses and infrastructure (civil)

<p>Assist in construction projects</p>	<ul style="list-style-type: none"> ● Develop technical specifications for new developments following consultation with end users ● Assist in technical specifications of AgriZone construction projects ● Assist in monitoring construction projects
<p>Responsible for general maintenance</p>	<ul style="list-style-type: none"> ● Ensure contracts are in place for outsourced maintenance services ● Ensure that proper OHS standards are adhered to for all AgriZone greenhouses and open areas; ● Log greenhouse tenant queries and execute / communicate to maintenance and ensure it is done. Ensure Priva and corrective maintenance queries are successfully attended to where it can be done internally. ● Ensure greenhouse tenants/operators adhere to maintenance; ● Ensure all greenhouse planned/scheduled and corrective maintenance takes place; ● Conduct troubleshooting exercises on facilities and systems and mechanical faults as soon as they occur
<p>People management</p>	<ul style="list-style-type: none"> ● Manage and motivate staff to achieve maximum performance by training, mentoring & skills development ● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously ● Plan for and manage all recruitment needs for the area of responsibility ● Ensures that the working environment contributes to improving staff morale and increasing productivity ● Provides leadership that demonstrates the values of DTPC ● Develop programme for apprentices working on site
<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<ul style="list-style-type: none"> ● Diploma in Engineering (Electrical or Mechanical) or N6 (Electrical or Mechanical Engineering), but must be strong on mechanical component ● Trade-test and any other maintenance related qualifications / certificates will be advantageous ● Minimum of 3-5 years working with built environment infrastructure and facilities such as Greenhouses/tunnels, Warehouses, Offices, Workshops, Factories and Plants ● 1 to 2 years supervisory experience ● Must be familiar with Health & Safety regulations, procedures and standards for built environment facilities. Most importantly working at heights and working with moving machines/equipment ● Must be competent with maintenance of HVAC (Heating, Ventilation, Air-conditioning and Cooling) systems for agricultural greenhouses and packhouse facilities

- Experience in maintenance planning, scheduling, execution and reporting is essential
- Experience in management of assets and maintenance spare parts and management of workshop tools and equipment
- Experience in contract or service provider management in accordance with the Public Finance Management Act
- Must be proficient in MS Office
- Experience in CMMS, Computer Aided Design and greenhouse management systems such as Priva, Netafirm, etc.
- Strong experience in maintenance of pumps, gearboxes, valves, seals, pipes, etc.
- Experience in fabricating basic maintenance parts / fittings using lathe, welding machine, drill press and milling machines
- Experience in reading mechanical, electrical and civil drawings
- Will be required to be on 24-hour standby, in order to attend to call-outs for breakdown maintenance
- Honesty and Discipline
- High sense of responsibility and cooperation
- Excellent verbal and written communication
- Good planning and organization skills
- Versatile and innovative in order to solve problems and troubleshoot
- Highly client service orientated
- Good housekeeping standards for workshops and all areas of work

Opening Date

25 August 2019

Closing Date

8 September 2019

Employment Equity

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

Recruitment and Selection Process

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

Verification Checks

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Valid Driver's Licence; and

**Remuneration
and Benefits**

● Positive verification of current remuneration package.

R340,914 – R477,254 Annual Basic Salary.

R506-15 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**

HR@dubetradeport.co.za