

## Job Specification

Job Title	Mechanical Engineering Technician
Category	Permanent Position
Division	Property
Reporting To	Facilities, Engineering and Maintenance Manager
Job Level	Paterson Grade C3
Job Purpose Statement	<p>Applying Asset Management principles to enable the safe and cost effective utilisation of DTPC assets throughout their life cycle. Providing maintenance services to DTPC facilities and plant to ensure that they are reliable, functional and available at all times.</p> <ul style="list-style-type: none"> <li>Promote the utilisation of effective and efficient reliability practices by Operations</li> <li>Promote the asset management process model</li> <li>Ensure operations is competent in the reliability practices through training, facilitation, and coaching</li> <li>Measuring, establishing and optimising reliability metrics in order to operate sustainably</li> <li>Custodianship of reliability business processes, procedures, work instructions, and practices</li> <li>Ensure that processes are effective and efficient by adding value and relating to the asset management model</li> <li>Ensure that all role players understand processes</li> <li>Ensure Reliability Engineering process governance within the DTPC Operations value chain</li> <li>Monitoring, reporting, initiating and trending continuous improvement through Reliability processes</li> </ul>
Key Performance Areas	<p><b>Infrastructure, Building and Equipment Monitoring</b></p> <ul style="list-style-type: none"> <li>Assist with scheduling of planned and unplanned maintenance activities.</li> <li>Testing of all portable appliances systems (via management programmes) and records for the business.</li> <li>Reviewing and implementing the relevant SOP's.</li> <li>Providing input in risk assessment and review thereof.</li> <li>Record keeping and document control, e.g. maintenance reports, SOP's , projec files, etc.</li> <li>Report for adhoc project work and report writing and presentations.</li> <li>Develop engineering solution to eliminate problems identified within DTPC at the best costs and time.</li> <li>Perform activities applicable to regulatory requirements.</li> <li>Ensure prompt resolution of potential hazards.</li> <li>Participate in scheduled EH&amp;S training programmes.</li> <li>Mentor engineering interns to reach established goals.</li> </ul>

	<ul style="list-style-type: none"> <li>● Engineering input to assist plant in areas of installation, startup, repair, training and modification.</li> </ul>
<b>Maintenance of Facilities and Equipment</b>	<ul style="list-style-type: none"> <li>● Ensure that the buildings meet the health a safety regulation as per building regulations.</li> <li>● Facilitate renovations, maintenance repair and upgrades.</li> <li>● Facilitating general upkeep and maintenance through service providers.</li> <li>● Operate and play pivotal role in the use of computerised Asset Management System or Enterprise Asset Management System (CMMS/EAMS).</li> <li>● Regularly inspect DTPC properties and ensure that required (planned) maintenance and repairs are completed.</li> <li>● Liaise with relevant parties to ensure all warranties pertaining to equipment and building systems are maintained.</li> <li>● Attend to reported maintenance requests/job cards logged within acceptable time frames to ensure high level of tenant satisfaction.</li> <li>● Carry out repairs for specific mechanical, plumbing, faults and other maintenance work.</li> <li>● Ensure that all maintenance tasks are conducted safely to prevent personal injury or injury to other tenants and/or DTPC staff, in accordance with DTPC Safety &amp; Health Policies.</li> <li>● Section 8 appointment in terms of OHSA, for designated service areas within the Property Operations Portfolio</li> <li>● Supervision of Maintenance Assistants, where applicable.</li> <li>● Develop and apply reliability tools, practices and metrics, as well as asset management principles.</li> <li>● Develop and apply Root Cause Failure Analysis (RCFA) processes and Fault Tree Analysis (FTA).</li> <li>● Understand and apply Risk Based Inspections.</li> <li>● Understanding and application of maintenance strategy processes such as Reliability Centred Maintenance(RCM), Failure Mode Effect Analysis (FMEA) and Fault Tree Analysis (FTA).</li> <li>● Inherent risk identification through Risk Based Inspection (RBI) on pressure equipment or facilitation for non-pressure equipment.</li> <li>● Understand and apply advanced measurement and metric techniques such as RAM studies and Mean Time Between Failure (MTBF).</li> </ul>

	<ul style="list-style-type: none"> <li>● Data analysis for the establishment of asset performance trends and identification of bad actors.</li> <li>● Interpretation of Asset Performance Tools (APT) software techniques.</li> <li>● Reports on asset performance trends, inherent risks, reliability process progress, bad actors and metrics.</li> </ul>
<b>Project Supervision</b>	<ul style="list-style-type: none"> <li>● Comply with DTPC End to End Project Management Process and optimizing the DTPC capital outlay of plant and equipment.</li> <li>● Provide input on the feasibility of projects by analyzing technology, resource needs and market demands to ensure that the project is feasible.</li> <li>● Ensure that the requirements of internal customers are met and to prepare accurate project specifications for implementation of projects.</li> <li>● Provide meaningful inputs into technical specifications and terms of references (ToR).</li> <li>● Act as a Project Leader for specific projects allocated to the Maintenance Technicians, which will include the compilation of a project plan, progress meetings, supervision and inspection of contractor progress, cost, risk management and project close out reporting.</li> <li>● Ensure safety rules and regulations are adhered to during project execution, which includes work performed by third parties.</li> <li>● Provide input during commissioning and handover of facilities or equipment.</li> </ul>
<b>Technical Contract Management</b>	<ul style="list-style-type: none"> <li>● Provide input to the Terms of Reference (ToR) for hard services.</li> <li>● Ensure timeous communication is sent to affected stakeholders.</li> <li>● Ensure that contractors have necessary work permits before commencing work.</li> <li>● Supervise and/ or inspect work performed by service provider and sign off job cards, service reports, manifests, etc.</li> <li>● Review safety files with safety officers to ensure the relevance to projects and compliance to OHSACT.</li> </ul>
<b>Energy Management</b>	<ul style="list-style-type: none"> <li>● Conduct standby generator test readings on a monthly basis.</li> <li>● Interpretation and analysis of utility billing data.</li> <li>● Optimizing mechanical and standby systems at the top energy consumers.</li> </ul>

**Qualifications,  
Knowledge,  
Skills and  
Competencies  
Required**

- Optimizing HVAC systems at the top consumers to ensure the best practical cooling capacity with the least practical energy input.

- National Diploma or equivalent in Mechanical or Industrial Engineering
- Degree in Mechanical or Industrial Engineering will be an advantage
- Project Management qualification will be an advantage
- Code EB driver's license
- Minimum of 3 years' experience in facilities and plant maintenance
- Experience in the use of enterprise asset management system
- Proficiency in MS Office (Word, Excel and Power Point)
- Ability to perform standby duties and to attend to emergencies and call-outs
- Highest level of integrity and confidentiality
- Demonstrate professional excellence
- Analytical and Problem solving skills
- Ability to work under pressure and independently with minimal supervision
- Relationship Management skills
- Trouble shooting skills
- Strong planning and organising skills

In-house training will be provided as part of personal development plan to enhance the role to ensure that this Technical resource is trained and declared competent in the following reliability processes:

- Equipment Maintenance Strategy (EMS)
- Risk Based Inspection (RBI)
- Non Conformance Management (NCM)
- Reliability Performance Tools & Techniques (RPTT)

**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;
- 1<sup>st</sup> 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
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R375,547 – R525,790 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](mailto:HR@dubetradeport.co.za)