



## Maintenance Manager

SABI SAND, SOUTH AFRICA

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### Key Responsibilities

The main role of the Maintenance Manager is to be responsible for the management of maintenance department and assist with Environmental Management Plans (EMP), and the assessment of assets, in line with OHS legislation, Singita Standards of Excellence and SOPs.

- The Maintenance Manager reports to the TSM and General Manager.
- Control budget to a zero-variance result by ensuring efficient cost planning and execution; and manage relationships with suppliers to ensure the departmental budget is adhered to and all payments are made timeously.
- Correct use and maintenance of equipment to ensure the highest level of productivity and safety.
- Implementation of the emergency procedures and ensure the required staff training and emergency drills take place.
- Assist in the assessment of the major company assets and plan for the replacement of identified items over a period.
- Effective communication with the TSM, General Manager, and departmental teams in terms of all maintenance issues, to ensure guests' needs are met and operation runs smoothly.
- Manage workshops and maintenance team and provide them with protocols and training for preventative maintenance and repairs on all EMP, Plant and Building elements set out in the group's technical data.
- Ensuring teams are delivering the highest level of service to guests by overseeing the assigned duties.

### Key Responsibilities

- Ensuring the operation is a safe environment for its people, guests, staff, suppliers, and communities.
- Achieving service excellence through Teamwork.
- Assist and identify in the implementation of SMME projects.
- Participate in the management team, representing the department and providing strategic input.
- Assist with the assessment of Bulk service, and management of the warranties on all Plant and Equipment.
- Monitoring of facilities for full functionality and compliance with standards.
- Operate the maintenance department with acute environmental awareness.
- Ensure the eco-friendly and reliable removal of refuse from all sites, and the management of the refuse removal company, to ensure minimum impact on the environment.
- Write relevant reports.
- Active participation in and effective communication and support of Singita's conservation message and purpose.
- All roles at Singita may be required to perform other tasks as reasonably requested from time to time and as required by the business and/or operation. Singita fosters a culture of collaboration, and with this support of the multi-skilling of staff.

To apply email your CV to [SSScareers@singita.com](mailto:SSScareers@singita.com) or visit:

[www.singita.com/about/careers](http://www.singita.com/about/careers)



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### Skills & Experience

- Trade, diploma or degree or extensive operational experience in the fields of: Construction, Facilities Management; inclusive of but not limited to Water Reticulation, Boreholes, Electrical Systems, Refrigeration systems, and Sewage Systems.
- Formal education in the areas of air conditioning, plumbing, carpentry, and electrics an advantage.
- Project management experience an advantage.
- Understanding of High & Low Voltage systems.
- Knowledge of NOSA safety standards, rules, and regulations.
- Knowledge of gas installations, such as but not limited to gas geysers, gas stoves, and multi braais.
- Experience working in a remote environment with minimal services provided by the municipality is preferable.
- Basic first aid and fire fighting knowledge.
- Valid Driver's license.
- General computer knowledge (MS Office)
- Good communication skills and proficiency in English.
- High energy level, flexible and responsive.
- Ecological awareness and concern.
- Organisational skills and attention to detail.
- Developmental approach to staff.
- Leadership and delegation skills.
- Ability to negotiate.
- Citizenship or valid working visa.

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