



MAINTENANCE CONTROLLER

RENISHAW – SCOTTBURGH

RenSERV, is the utilities provider to the Renishaw Coastal Precinct. The services provided by the company range from, but are not limited to, potable water supply, wastewater treatment, gardening, hard maintenance, etc. around the Precinct.

RenSERV is seeking an experienced Maintenance Controller to assist with the maintenance activities provided for the Precinct.

The successful incumbent will be responsible for:

Administrative:

- Assisting the Project Manager in developing and implementing schedules for pro-active maintenance as well as emergency maintenance planning within RenSERV's facilities.
- Monitor incoming Maintenance Requests (Tickets), compile and issue quotations, schedule, sequence, and assign work activities based on work priorities.
- Assisting the Project Manager in tracking expenses and managing the maintenance budget.
- Documenting and preparing daily progress reports and maintenance logs.
- Assisting the Project Manager to develop a positive skills transfer methodology and its implementation within the Maintenance department.

Practical:

- Supervising all maintenance operations and processes to ensure the agreed Quality Assurance requirements are met.
- Conducting regular inspections of all facilities to detect and resolve potential issues.
- Maintenance and repair of all domestic electrical and plumbing related installations not regulated by legislation.
- Maintaining all machinery to working standards.
- Implement predictive maintenance programmes.
- Dealing with relevant suppliers and service providers regarding maintenance.
- Ensure compliance in terms of Health and Safety Act.
- Monitor tool and stock inventory and replacement and/or ordering tool.
- Inspect, test and quality assure completed work.
- Implementing skills transfer methodology.



REQUIREMENTS

- High School diploma and/or equivalent qualification
- OPTIONAL – National Fitter & Turner Certificate
- OPTIONAL – Wireman's License
 - Single Phase Tester (Blue Card)
 - Installation Electrician (Yellow Card)
 - Master Installation Electrician (Red Card)
- OPTIONAL – Higher Certificate in Facilities Management
- Minimum of 15 years' experience in residential and/or infrastructure maintenance
- Previous managerial experience
- Strong understanding of technical features of residential, mechanical, plumbing, and electrical systems
- Excellent organizational and leadership abilities
- Excellent communication and Interpersonal skills
- Ability to deal and work with mature customers.
- Computer Literate (Microsoft Outlook / Word / Excel)
- Driver's License

The appointment will be made in accordance with the Company's EE Policy.

**Interested applicants should forward their CV's to: e-mail address shlangwe@cbl.co.za.
Closing date: 23 May 2023**

Should you have not been contacted within 2 weeks from the closing date, please consider your application unsuccessful.