

MICHELANGELO HOTEL

VACANCY

This vacancy will be filled taking into consideration the Legacy Hotel Employment Equity policy

POSITION: MAINTENANCE MANAGER

Qualifications & Requirements

- A technical diploma (N6) or a wireman's license and at least eight (8) years of experience in a senior technical position.
- Ability to manage a team effectively and to competently focus the efforts of the individuals in the team.
- Spontaneously displayed competency / knowledge in general maintenance activities such as carpentry, painting, equipment maintenance (air-conditioning and plant).
- Ability to read, understand and take the appropriate action from a site building plan.
- Must be able to negotiate pricing, liaise with and manage contractors.
- Well developed knowledge of the Occupational Health & Safety Act.
- Ability to create and effectively manage the department budget.

Key Areas of Responsibility

- Create and manage a preventative maintenance system.
- Order supplies and equipment using authorised suppliers at "Best-Price" but highest quality.
- Manage all maintenance activities to ensure operational excellence within the department budget.
- Manage a billing and stock control system that ensure the accurate charging of services rendered by the maintenance department.
- Liaise with all departments to ensure that maintenance requests are timeously and effectively dealt with allowing a minimum of "down-time".
- Maintain the maintenance request process that ensures feedback to the departments and measurable results.
- Report all major maintenance problems to senior management and anticipate possible future maintenance needs.
- Provide on -job training to all maintenance personnel.
- Manage all refurbishment or major R&M projects.
- Represent maintenance at management meetings.
- Ensure a friendly and efficient service to all departments and guests.
- Ensure the safety of all employees on the premises in line with the requirements of the OHSA legislation.

Reporting to:

General Manager

Date Required:

To start as soon as possible.

Applications:

Applications to be addressed to H.J. Prenner, to reach him by no later than **Monday, 08th March 2010**. Your application is to be accompanied by an updated CV. You can also send your application via email to: hprener@legacyhotels.co.za