



## Job Profile Facilities Technical Manager



JOB INFORMATION SUMMARY	
JOB TITLE:	Facilities Technical Manager
REPORTS TO:	Senior Manager: Facilities
JOB GRADE:	T15/D2
OCCUPATIONAL LEVEL	Manager
FUNCTIONAL AREA:	Corporate Services – Facilities
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	Pikitup Head Office Johannesburg

ROLE PURPOSE
The purpose of this role is to manage the full technical services components of Pikitup properties ensuring that the operation runs smoothly, efficiently and effectively whilst also ensuring that the working environment is safe and without risk.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
a) Space Planning, Allocation and Management	<ul style="list-style-type: none"> <li>Allocate and manage space;</li> <li>Ensure that specifications are implemented;</li> <li>Managed and coordinate project in conjunction with Consultants, Architects and Engineers;</li> <li>Workplace: procure and maintain furniture and equipment in conjunction with the Disposal Committee. Ensure availability and installation of equipment and furnishings.</li> <li>Ensure code compliance in accordance with legislation and standard e.g. OSH Act, SABS.</li> </ul>
b) Operations, Maintenance and Repairs	<ul style="list-style-type: none"> <li>Ensure daily preventative maintenance by coordinating contractors and internal handy men;</li> <li>Custodial maintenance, e.g. installations: make applications to authorities for installation of services. Make requests for e.g. power increases.</li> <li>Ensure that all facilities meet the required maintenance standards.</li> </ul>
c) General Administrative Service	<ul style="list-style-type: none"> <li>Attend to the administration relating to relevant procurement;</li> <li>Formulate and maintain reports.</li> <li>Develops Procurement plans and SOW's for services required.</li> </ul>
d) Supervision/Management of employees and Staff Development	<ul style="list-style-type: none"> <li>Supervise staff through informal and formal discussions;</li> <li>Manage staff performance through implementing the performance management system and using it as fully as possible;</li> <li>Conduct needs analysis discussions based on performance appraisal and determine staff training needs</li> <li>Maintain an open door policy with regard to subordinates to empower them to seek assistance and to motivate them when required;</li> <li>Comply with internal staff regulations and HR related legislation;</li> </ul>

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ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> <li>• Provide on-going training and development;</li> <li>• Counsel and discipline staff if required.</li> </ul>
e) <b>Construction Project Management, Alteration, Renovations and Workplace Installations</b>	<ul style="list-style-type: none"> <li>• Ensure management of preparation, projects, construction and procurement;</li> <li>• Manage alterations and renovations;</li> <li>• Coordinate relocations movement.</li> </ul>
f) <b>Budgeting,</b>	<ul style="list-style-type: none"> <li>• Prepare work plan;</li> <li>• Obtain relevant information and make budget projections;</li> <li>• Obtain guidance regarding R&amp;M from Finance;</li> <li>• Compare budget to actual spending to ensure compliance.</li> <li>• Discuss the Budget plans with the Maintenance officers and ensures that they meet the departmental goals.</li> </ul>

KEY RELATIONSHIP INTERFACES
<p><b>Internal Key Relationships (to Pikitup):</b></p> <ul style="list-style-type: none"> <li>• Maintenance Officers</li> <li>• General Managers within Operations Clusters</li> <li>• Depot Managers at various Depots</li> <li>• Centers of Expertise</li> <li>• Line/People Managers</li> <li>• Legal and Compliance Department: Health and Safety</li> </ul> <p><b>External Relationships (with departments and other key parties):</b></p> <ul style="list-style-type: none"> <li>• Pikitup's Service Providers and Suppliers (Contractors, Consultants)</li> </ul>

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
Skills	Behavioural Attributes
<ul style="list-style-type: none"> <li>• Strong Communication Skill</li> <li>• Project Management</li> <li>• Financial management and Budgeting principles</li> <li>• Monitoring and Evaluation</li> <li>• Advanced systems skills, excel, MS Project – advantageous</li> <li>• A high level of computer literacy: MS Office &amp; MS Projects</li> <li>• Administration skills</li> <li>• Report writing skills</li> <li>• Management skills</li> <li>• Conflict Management</li> <li>• Adequate influencing and collaborative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and Organising</li> <li>• Strong business acumen</li> <li>• Deciding and initiation action</li> <li>• Adhering to Principles and Values</li> <li>• Delivering Results and Meeting Customer Expectations</li> <li>• Relating and Networking</li> <li>• Working with People</li> <li>• Adapting and responding to change</li> <li>•</li> </ul>

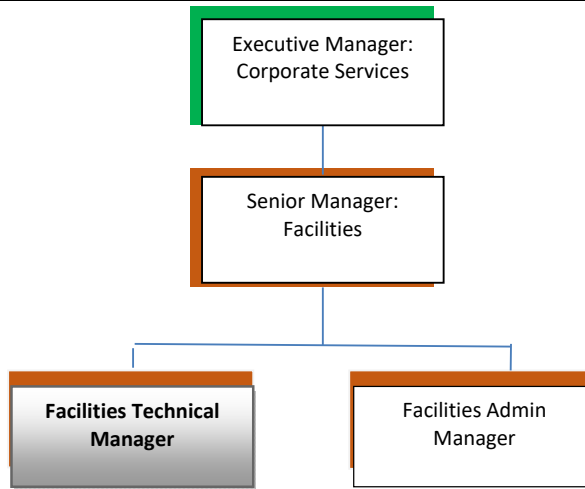
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<p><b>Knowledge:</b> State the job knowledge required</p>	<ul style="list-style-type: none"> <li>• Relevant legislation such as OSH Act and compliance with standard e.g. SABS</li> <li>• Corporate Governance</li> <li>• Knowledge of the public service or ambit of public entities will be an added advantage</li> <li>• Knowledge and/or understanding of Municipal Finance Management Act (MFMA)</li> <li>• Strategic and tactical awareness</li> <li>• Governance, ethics and values</li> </ul>
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Qualifications	
Minimum	Ideal
<ul style="list-style-type: none"> <li>• Degree in Facilities management or in the Built Environment.</li> <li>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• Honours' Degree in Facilities or in the Built Environment.</li> </ul>
Experience	
Minimum	Ideal
<ul style="list-style-type: none"> <li>• A minimum of 5 years' facilities management experience</li> </ul>	<ul style="list-style-type: none"> <li>• 8 years' facilities management experience on multiple facilities.</li> </ul>

**STRUCTURE**



Job profile approved by:		
_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Senior Facilities Manager	Signature	Date