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Copperleaf Golf and Leisure (Pty) Ltd  
Reg. No. 2007/026432/07

Copperleaf  
Ernie Els Boulevard  
(Off West Street)  
Mnandi  
Centurion



<b>JOB TAG LINE:</b>	An excellent opportunity exists for an experienced Facilities & Operation Controller at Copperleaf.
<b>JOB TITLE:</b>	<b>Facilities &amp; Operations Controller</b>
<b>NO. OF VACANCIES:</b>	1
<b>EMPLOYMENT TYPE:</b>	Permanent
<b>REPORTS TO:</b>	Facilities & Operations Manager
<b>AVAILABLE:</b>	Immediately
<b>OVERVIEW:</b>	<ul style="list-style-type: none"> <li>The successful candidate will be required to provide services in the day-to-day running of operations and facilities management at Copperleaf and The Els Club</li> </ul>
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li><b>Facilities Maintenance Management</b> <ol style="list-style-type: none"> <li>Club house, HOA, Gate Houses, Workshop, Gym, Spa, Copperleaf Café, Communal areas, Play areas, Oval, Pavilion, Vacant Stands, Contactors gate, Pump House, Wastewater treatment plant, Servitude, Roads, Street Lights, Electrical Boxes, Storm water drainage, Waste removal, Tail track, Green Belts, Dams, Boundary Wall, Bridges</li> <li>Management of all building &amp; infrastructure</li> <li>Liaison with City of Tshwane</li> <li>Generator service and operation</li> </ol> </li> <li><b>Repairs and Maintenance</b> <ol style="list-style-type: none"> <li>Assist Facilities and Operations Manager to compile R&amp;M budget for all facilities.</li> <li>Ensure repairs and maintenance is kept within the budget.</li> <li>Ensure facilities are maintained to a 5-star standard.</li> </ol> </li> <li><b>Operations</b> <ol style="list-style-type: none"> <li>Evaluate, Write, Implement, and Manage SOP manuals.</li> <li>Assist Facilities and Operations manager to Implement systems and procedures to manage risks, reduce costs and ensure quality.</li> <li>Housekeeping and site safety</li> <li>Environmental preservation and control</li> </ol> </li> <li><b>Finance / Budgets</b> <ol style="list-style-type: none"> <li>Assist with operational budgets.</li> <li>Assist Facilities and Operations manager to Devise CAPEX budget for department.</li> <li>Ensure the Estate and Club operate within the budget.</li> <li>Assist in revenue generation concepts.</li> <li>Assist Facilities and Operations manager to Manage the operational budget.</li> </ol> </li> <li><b>Asset Registers</b> <ol style="list-style-type: none"> <li>All Asset Registers to be completed annually for audit purposes.</li> <li>All assets to be tagged.</li> </ol> </li> <li><b>Health &amp; Safety</b> <ol style="list-style-type: none"> <li>Ensure Estate and Club Health and safety requirements are met and that both facilities are compliant.</li> </ol> </li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Project Manager</u> <ol style="list-style-type: none"> <li>1. Manage new and ongoing projects to meet the deadline and aesthetic expectation of the Estate.</li> <li>2. Devise and motivate new revenue-generating projects that will improve the offering of the Estate.</li> </ol> </li> <li>• <u>Committees</u> <ol style="list-style-type: none"> <li>1. Amenities</li> <li>2. Aesthetics</li> <li>3. Social &amp; Ethics</li> <li>4. Audit &amp; Risk</li> <li>5. Golf Management</li> <li>6. Finance</li> <li>7. Security</li> </ol> </li> <li>• <u>Water Management</u> <ol style="list-style-type: none"> <li>1. Borehole functionality and servicing</li> <li>2. Dam levels Management</li> <li>3. Dam cleanliness</li> </ol> </li> <li>• <u>Building Compliance</u> <ol style="list-style-type: none"> <li>1. Assist with Building control Transgressions.</li> <li>2. Lodge transgressions with Finance</li> <li>3. Enforce penalties for transgressions.</li> </ol> </li> </ul>
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Hold tertiary qualification related to facilities / operations management such as Property Development &amp; Management, Facility &amp; Asset Management, and so on.</li> <li>• Higher qualifications or membership of a related professional body will be an added advantage.</li> <li>• Knowledge and understanding of ISA 41001 Facility Management Standard, the National Building Regulations and other industry regulations.</li> <li>• Have a minimum of 10 years valid industry experience.</li> <li>• The candidate will be required to familiarize themselves with the Estate Architectural Guidelines</li> </ul>
<b>HUMAN RESOURCES:</b>	<ul style="list-style-type: none"> <li>• Manage maintenance staff.</li> <li>• Training staff on new developments.</li> </ul>
<b>SKILLS &amp; KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to motivate and drive performance.</li> <li>• Hands-on and practical approach with attention to detail</li> <li>• Strong customer services orientation</li> <li>• Uphold high personal and ethical standards.</li> <li>• Deadline-Oriented.</li> <li>• Business Acumen and Business Development</li> <li>• Report writing and presentation skills.</li> <li>• Ability to work under pressure in a high-pressure environment</li> </ul>
<b>REMUNERATION:</b>	<b>Market related salary with company benefits</b>
<b>CLOSING DATE</b>	<b>7<sup>th</sup> July 2023</b>
<b>SEND CV'S TO:</b>	<a href="mailto:careers@copper-leaf.co.za">careers@copper-leaf.co.za</a>