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COPPERLEAF COUNTRY ESTATE VACANCY – FACILITIES & OPERATIONS CONTROLLER

VACANCY : 2nd May 2024	FACILITIES & OPERATIONS CONTROLLER
	<p>The role of the Facilities & Operations controller encompasses various responsibilities, including technical and financial management. These responsibilities may be fulfilled directly by the controller or through the selection and management of external service providers. The tasks of the Facilities controller involve overseeing maintenance services, managing service delivery, handling reporting, addressing risk management, and managing both soft and hard services, as well as health and safety concerns. The incumbent is accountable for the day-to-day execution of Facility services, including all activities within the Estate. This entails ensuring compliance with health and safety standards and arranging for repairs and project management as necessary.</p> <p>The scope of the role extends to various aspects of the facility, including but not limited to gardens, perimeters, offices, lighting, plumbing, painting, HVAC systems,, repair coordination, cleaning, maintenance, and renovations. Additionally, the facilities controller is responsible for supervising both contractors and on-site staff, ensuring that all authorized work is carried out safely and in a timely manner.</p>
Job Overview	<p>Minimum of 5 years' experience within in Facilities & Operation</p> <ul style="list-style-type: none">• Overseeing maintenance and repairs of all facilities within the Estate• Thorough understanding of maintenance planning and scheduling• Experience in stock control management• Project management• Supervising maintenance team and service providers• Assists Facilities manager in the development of maintenance procedures and protocols to optimise efficiency and minimise downtime
Key Performance Areas and Outputs	<ul style="list-style-type: none">• Maintain and repair electrical, plumbing, fences, carpentry and other Estate related building and maintenance• Responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed.



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- Organize schedules and assign work activities to team members. May perform training to ensure individuals have all the requisite skills.
- Evaluate each worker's performance to ensure quality operations.
- Investigate accidents and prepare relevant reports.
- Perform a variety of maintenance activities as needed.
- Perform periodic inspections of recently maintained equipment so as to observe the quality of the maintenance performed and the operating condition of the equipment.
- Regularly check and inspect the material and tools inventory and place orders when needed.
- Overseeing contractors when professional repairs are necessary.
- Maintain records of maintenance activities, including work orders, inventory of spares, manuals etc.
- Promptly responds to maintenance emergencies
- Ensure compliance with quality, health and safety rules, guidelines and regulations

Project Management:

- Ensure accuracy and completeness of information submitted to management on projects in order to avoid delays.
- Assist Facilities Management to develop and maintains a sound understanding of policies and procedures to develop alternatives to improve and expedite time frames. Endeavours to reduce turnaround time to deliver projects within cost and quality.
- Ensure that all activities are performed timeously, accurately and professionally.
- Communicate daily with contractors on progress and attends weekly meetings



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Experience and Qualifications	<ul style="list-style-type: none">• NQF 5 as a minimum qualification• Min Diploma in technical and vocational training in facilities maintenance or related technical qualification• Project Management qualification would be a pre-requisite• Trade test in electrical or plumbing is preferable.• Previous traceable experience in General or Facilities Maintenance or similar role and supervisory or management role of a maintenance team.• Experience performing routine maintenance/technical skills (key areas – electrical, building, and plumbing, carpentry, bricklaying/building/construction etc.).• Knowledge of customer service principles and practices.• Familiarity with relevant safety regulations and standards.
Skills Required	<ul style="list-style-type: none">• Ability to Speak, Read and Write English.• Ability to work as part of a team.• A flexible approach to work.• Attention to detail.• Ability to generate reports for management on projects.• Motivating staff.• Ability to prioritise own workload to meet deadlines.• Computer literacy in office documents and spreadsheet's required• Experience and thorough understanding of green building management will be an advantage.
Other	<ul style="list-style-type: none">• Demonstrate leadership skills and a willingness to grow and learn new skill sets.• Own reliable transport required• Occasional weekend working and after hours call-outs will be required



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Term	Permanent
Remuneration	Market-related
Application Deadline	17 th May 2024
Starting Date	Immediately
Email CV to	careers@copper-leaf.co.za

If you meet these qualifications and are ready to contribute to the success of our estate, we invite you to apply with your resume and introductory cover letter indicating why you should be considered for this position.

If you have not heard any response from us within two weeks after the closing date, please consider your application unsuccessful.